



# *NHEP Job Readiness Module Series*

## *Planning For Success*

### *Module 1*

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comply with the American Disabilities Act.  
TDD Access: Relay NH 1-800-735-2964 or 711

## **NHEP JOB READINESS MODULE SERIES**

Welcome to the ***NH Employment Program (NHEP)***. Our goal is to help you find a job - or better yet, a career – one that you will enjoy and that pays you enough to support your family now and in the future. Many people never take the time to think about what they would really like to do for work, nor do they learn the best way to look for a job and be successful in a job interview. As a participant in ***NHEP***, you will be given the opportunity to do just that and it begins with the ***NHEP Job Readiness Module Series***. The ***Modules*** in this series are designed for you to work on independently. Most of the activities can be done with or without a computer or internet access.

At ***NHEP Orientation***, you were told about the need to complete a certain number of hours each week in an approved activity. The ***Modules*** in this series can serve as one of the ways for you to meet your weekly participation requirement. Once you meet with your ***NHEP Employment Counselor Specialist (ECS)***, they will create an ***Employment Plan (EP)*** designed for you. You should begin working on this ***Module*** no later than the start date noted on your ***Notice of Decision (NOD)*** informing you that you will be receiving ***Temporary Assistance to Needy Families (TANF)***.

Be sure to track the hours spent on this ***Module*** on the '***Job Readiness Activity Verification Form/Module 1 - Planning for Success***' (***Form NHEP267 MOD1***) that you will find on the website where you found this ***Module***.

***Website address:*** <https://www.dhhs.nh.gov/dfa/tanf/employment.htm>



## **NHEP JOB READINESS MODULE SERIES**

The **Module Series** is comprised of five (5) separate **Modules** that will assist you in the following areas:

### ***Module 1 - Planning for Success***

Assessing your interests, work values, skills, knowledge, digital skills, and learning style to determine how they best fit into your career choices

### ***Module 2 - Researching Career Choices***

Conducting career research to determine if your career choices will fit in with your lifestyle and your short and long-term career and personal goals

### ***Module 3 - Getting Ready for a Job***

Becoming job-ready through the development of a resume, cover letter, reference list, etc.

### ***Module 4 - Searching for the Right Job***

Conducting a job search that will result in job interviews and offers of employment

### ***Module 5 - Meeting Employer Expectations***

Knowing what is expected of you as an employee and what you can expect from an employer



## MODULE 1 – WHAT ARE MY CAREER INTERESTS?

In this first **Module**, you will be completing activities and assessments that are designed to help you explore career options that are a good match for you based upon a number of factors. The assessments will help you identify your interests, work values, the skills that you have now, prior knowledge learned through employment or training, and how you learn best.

You will also be completing activities that will address your lifestyle and your financial needs to see how they might fit in with your career choices. There are suggestions on how you might add to your income, and how you might be able to place your needs in order when facing money problems.

The **NHEP Job Readiness Module Series** is designed to build on information from the prior **Modules**, so you should complete them in the order suggested.

### USING THIS MODULE

While working through this **Module**, you will notice that some of the activities require a computer with internet access to complete and some can be completed in this booklet.

Those activities that require a **Computer with Internet** will be identified by this symbol:



You will see [\*] this symbol that will tell you what page to skip to based upon internet availability.

You are free to choose your preferred method, internet or booklet version, for any of the assessments or activities that offer you a choice. If you have access to a computer and the internet or can use one in the community, we recommend that you use this method.

You will also find instructions, highlighted by **[\*\*]** these symbols, that tell you where to document your results, both in this **Module** and on the **'My Vocational Assessment Results' (Form NHEP271 MOD1)**, which can also be found on the website where you found this **Module**.

Be sure to note your time spent working in this **Module** on the **'Job Readiness Activity Verification Form/Module 1 - Planning for Success' (Form NHEP267 MOD1)** used for **Module 1**.

## VALUE OF ASSESSMENTS

Every journey begins with planning and making decisions. When making a decision about career choices, you should consider what fits best with your personality, interests, and abilities. Begin by asking a few questions of yourself:

- What do I enjoy doing?
- What are my personal values and how do they fit in with a career?
- How will my personality fit in with my job choices?
- What do I have for 'soft skills'?
- How do I learn best?

The activities and assessments in this **Module** are designed to help you answer these questions and direct you toward a career that will be satisfying to you and will meet your needs. There are no right or wrong answers, as these are assessments, not tests. They are merely a way to help you determine what might be a good career choice for you. Knowing what your interests are and knowing what you value in a job are important pieces of creating a **Career Pathway** to get to your **Ideal Job**.

In this **Module**, you will be completing the following assessments:

**Holland Interest Inventory** – This assessment is based on a theory of personality that focuses on career and vocational choices. It groups people by identifying their **Interests** and relating them to six (6) different categories of occupations.

**Work Values** – These are the principles or beliefs that are important to you, including your work. Knowing which **Work Values** are most important to you will help you make decisions about what jobs or **Career Pathway** might suit you best.

**Northstar Digital Literacy** – This assessment defines the basic skills needed to use a computer and the internet in daily life, employment, and higher education. Online, self-guided modules assess your ability in the following areas:

- Basic Skills
- Internet Skills
- Email
- Windows
- Information Literacy
- MS Word
- MS Excel
- MS PowerPoint
- Social Media

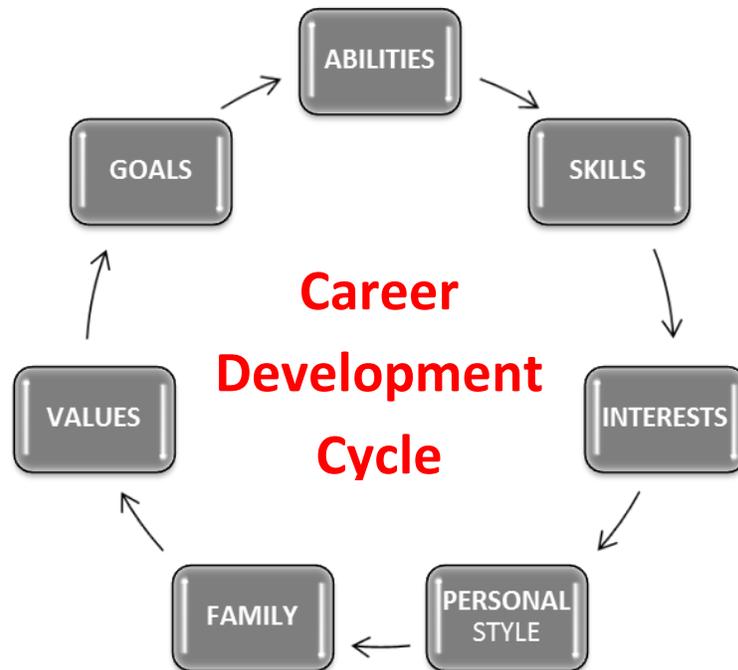
**Soft Skills** - These refer to the cluster of personality traits, personal traits, communication, leadership, habits, interpersonal skills, etc. that characterize relationships with other people. These **Soft Skills** are highly important to employers, regardless of the job.

**Learning Style** - Everyone processes and learns new information in different ways. By understanding your own **Preferred Learning Style**, you will be able to identify the teaching method that works best for you on the job.



These activities and assessments are all designed to assist you in identifying a **Career Pathway** that includes progressive steps to better paying jobs with a more secure future. Note the **Career Development Cycle** below.

Look at all of the different things that you should consider when identifying a career choice. Also note that there is no starting or ending points to the cycle. They are all interdependent. By addressing each of these areas of concern, you will be much more likely to be successful on the job and in your personal life.



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### ***Section 5—VAK<sup>®</sup> Learning Styles***

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**\*\* The sections noted above are also noted on the *'My Vocational Assessment Results'* form and on the *'Job Readiness Verification'* form that accompanies this *Module*. Both forms are available on the website where you found this *Module*. Be sure to document your work on both forms.**

## ***Section 1***

### **NH WORKS**

*NH Works Job and Information Centers* operate offices throughout the state where you can go and get free assistance with anything related to employment, including current job openings. They have computers with internet access available for use when doing employment related activities and there is staff on site to help. Many of their services are also offered online.

These offices are located at the *NH Employment Security* offices and in libraries, community colleges, and *Community Action* offices throughout New Hampshire. A list of locations is included at the end of this *Module*.

In addition to job listings, *NH Works Career Centers* offer education and training resources. Books, videos, employer information, newspaper help wanted ads and labor market information are all available in each of the *NH Works Job and Information Centers*. The centers also hold workshops on preparing resumes, cover letters and job search workshops.

In the section titled NH Works Job Match System (JMS), there are instructions on how to access and register in the *NH Works Job Match System*.

If you do not have internet access to complete this step, you should try at some point to get to a public computer, where you can register, create an account, and access all of their valuable services that will assist you in finding employment.





## NH WORKS JOB MATCH SYSTEM (JMS)

\* If you do not have internet access, skip to page 18 - Interests.

The first step in using the *Job Match System* on the *NHWorks* website is to create a user account.

**Website:** <https://nhworksjobmatch.nhes.nh.gov/vosnet/Default.aspx?plang=E>

1. If you have not yet registered in the system, click on the *Not Registered Yet?* tab on the right hand side of the page
2. Choose *Option 2 – Create a User Account* and click on the *Individual* tab
3. Read the *Equal Opportunity and Non-Discrimination Notice* and then click on the *I Agree* tab
4. Read the *Privacy Agreement* and then click on the *I Agree* tab
5. Complete all of the demographic information and write down your username and password

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Now that you have registered in the system, you will begin the process of assessing your skills, interests, and work values.

Please be sure to set aside enough time to finish an assessment once you begin. If you have to stop in the middle, you will have the option of going back at a later time, but you will have to start at the beginning.



### ***Job Skills***

1. On the left side of the page, click on *Career Services*
2. Click on *Career Explorer* listed under the blue *Services for Individuals* tab
3. Click on *Match Your Skills*, then click on *Your Job Skills*
4. Read the instructions and complete the assessment
5. Choose *Show all occupations* and click the blue *Continue* tab
6. Choose three (3) occupations from this list

1<sup>st</sup> Occupation: \_\_\_\_\_

2<sup>nd</sup> Occupation: \_\_\_\_\_

3<sup>rd</sup> Occupation: \_\_\_\_\_

7. Go up to the drop down menu next to *Data to Display* and look at the information listed under each option

### ***Personal Skills***

1. On the left side of the page, click on *Career Services*
2. Click on *Career Explorer* listed under the blue *Services for Individuals* tab
3. Click on *Match Your Skills*, then click on *Your Personal Skills*
4. Read the instructions and complete the assessment by checking all of the boxes next to the statements that apply to you in the six (6) areas
5. Once complete, click on the *Save and Find Matching Occupations* tab
6. Choose *Show all occupations* and click the blue *Continue* tab
7. Choose three (3) occupations from this list

1<sup>st</sup> Occupation: \_\_\_\_\_

2<sup>nd</sup> Occupation: \_\_\_\_\_

3<sup>rd</sup> Occupation: \_\_\_\_\_

8. Go up to the drop down menu next to *Data to Display* and look at the information listed under each option

### **Your Job & Personal Skills**

1. Click on *My Portfolio* under the blue *Quick Menu* tab on the left side of the screen
2. Click on *My Individual Profiles*, then *Self-Assessment Profile*
3. Look at the *Job Skills Categories* at the top of the page and list your top three (3) *Job Skills* with the highest scores (i.e. General Skills, Computer & Mathematics, etc.)

#### **Job Skills**

1st Skill: \_\_\_\_\_

2nd Skill: \_\_\_\_\_

3rd Skill: \_\_\_\_\_

4. Click on *My Portfolio* under the blue *Quick Menu* tab on the left side of the screen
5. Click on *My Individual Profiles*, then *Self-Assessment Profile*
6. Under *Skill Category*, list your top three (3) *Personal Skills* identified by the assessments

#### **Personal Skills**

1st Skill: \_\_\_\_\_

2nd Skill: \_\_\_\_\_

3rd Skill: \_\_\_\_\_

**\*\* Record results on page 83 in this booklet and in Section 2 of the 'My Vocational Assessment Results' form (NHEP Form271 MOD1).**



## ***Interests***

### ***Holland Interest Inventory***

***Website:*** <https://nhworksjobmatch.nhes.nh.gov/vosnet/Default.aspx?plang=E>

1. Log into your ***JMS*** account
2. On the left side of the page, click on *Career Services*
3. Click on *Career Explorer* listed under the blue *Services for Individuals* tab
4. Click on *Match Your Work Interests and Work Values*
5. Click on *Your Work Interests*
6. Read the instructions, then click on the blue *Begin the Work Interest Analyzer* tab
7. Complete the assessment
8. When you get to the end of the questions, click on the blue *View Score* tab
9. Print out the results of your assessment by clicking the right button on your mouse and then click *Print*
10. Write down the first letter of your top three (3) Interest Categories (i.e. Artistic=A, Conventional=C)

***My Holland Interest Code:*** \_\_\_\_\_

**\*\* Record results on page 84 of this booklet & in Section 3 on ‘My Vocational Assessment Results’ form.**

11. Click on the blue *Find Matching Occupations and Jobs* tab
12. Choose *Show all occupations* and click the blue *Continue* tab
13. List three (3) occupations from this list

1<sup>st</sup> Occupation: \_\_\_\_\_

2<sup>nd</sup> Occupation: \_\_\_\_\_

3<sup>rd</sup> Occupation: \_\_\_\_\_

14. Go up to the drop down menu next to *Data to Display* and look at the information listed under each option

## **Work Values**

1. On the left side of the page, click on *Career Services*
2. Click on *Career Explorer* listed under the blue *Services for Individuals* tab
3. Click on *Match Your Work Interests and Work Values*
4. Click on *Your Work Values*
5. Read the instructions, then click on the blue *Begin the Values Analyzer* tab
6. Read the statement on all twenty (20) cards by clicking on the blue *Next Card* tab and think about their meaning
7. When you get to card twenty (20), click on the blue *Continue* tab
8. Place the cards in order on the table according to their level of importance to you
9. Once you are satisfied with their order on the table, click on the blue *View Scores* tab
10. Write down your scores in each **Value Category** below

Achievement: \_\_\_\_\_

Independence: \_\_\_\_\_

Recognition: \_\_\_\_\_

Relationships: \_\_\_\_\_

Support: \_\_\_\_\_

Working Conditions: \_\_\_\_\_

11. Click on the blue *Find Matching Occupations and Jobs* tab
12. Choose *Show all occupations* and click the blue *Continue* tab
13. Look through the list of occupations based upon your results
14. Go up to the drop down menu next to *Data to Display* and look at the information listed under each option

**\*\* Record results on page 83 in this booklet and in Section 2 of the 'My Vocational Assessment Results' form.**

### ***Match Your Occupation***

1. On the left side of the page, click on *Career Services*
2. Click on *Career Explorer* listed under the blue *Services for Individuals* tab
3. Click on *Match Your Occupation*
4. On this next page, you can search for occupation specific information in many different ways
5. While on the *Occupations by Keyword* tab at the top, enter one of the occupations that you chose from the list above and click on the blue *Search* tab
6. This will produce a list of career options that match or closely match the occupation that you chose
7. Choose three (3) similar occupations from this list and write them down

1<sup>st</sup> Occupation: \_\_\_\_\_

2<sup>nd</sup> Occupation: \_\_\_\_\_

3<sup>rd</sup> Occupation: \_\_\_\_\_

8. Click on the occupations that you chose above and review the information on each
  - *The other tabs at the top enable you to search using many different options.*

The *Occupations by Group* tab produces a list of occupations that are in the same *Job Family* or *Major Group* as your chosen occupation. They have similar tasks, skills, and abilities.

The *Occupation Listing* tab lists all occupations by name.

The *Occupations by Education Program* tab lists the educational programs that you may need to complete to work in your chosen occupation.

The *Occupations by Military Specialty* tab will produce a list of civilian occupations for enlisted personnel and veterans that are closely related to their assignments and duties performed while in the military.

The *Occupations by Occupation Code* tab enables you to enter the six (6) digit *SOC Code* to find information on your chosen occupation. *SOC* stands for *Standardized Occupational Classification*. It is managed by the *U. S. Department of Labor* to classify all occupations into groups based on similar tasks, skills, abilities, work environment, and industry.

The *Occupations by License* tab enables you to search for required licenses and licensing agencies for your chosen occupation, if applicable.

### ***Your JMS Portfolio***

*NHWorks JMS* has the ability to create individual *Portfolios*, where you can save all of your work, job searches, resumes, assessment results, etc. on their website to access and revise at any time.

### ***Personal Profile***

1. Go to the *My Portfolio* tab on the left side of the page under the *Quick Menu* category
2. Click on *My Individual Profiles*, then choose *Personal Profile*
3. Review the General Information to ensure accuracy
4. Click on the Background tab at the top and complete all the information
5. Complete this for the *Activities and Memo* tabs at the top
6. Go to the *My Portfolio* tab on the left side of the page under the *Quick Menu* category
7. Right click on your mouse and print out a copy of these results, if possible

*My Portfolio*

### ***Self-Assessment Profile***

1. Click on *My Individual Profiles*, then choose *Self-Assessment Profile*  
Review the information under the tabs labeled *Job Skills*, *Personal Skills*, *Work Interests*, *Work Values*, and *Tools and Technology* generated by the assessments that you completed
3. Edit any information that you feel is incorrect
4. Click on the *Multiple* tab to view all of your assessment information
5. Right click on your mouse and print out a copy of these results, if possible

### ***Your Dashboard***

*NHWorks JMS* creates a *Dashboard* for your use. To view this, go to *My Dashboard* on the left side of the page under *My Individual Workspace*.

### ***Main Page of Dashboard***

The *Main Page* shows you everything recorded in your online account and provides links to resources in the system that include:

- Any correspondence with employers sent through the system
- Your Portfolio information
- Job seeker services
- Resume building tool
- Your emails and messages
- Your assessment information
- Your employment plan
- Links to education providers
- A personal calendar to record workshops/training, job fairs, meetings, employer recruitment events

## ***Top Row Tabs***

### ***How We Can Help You***

This page will show you:

***Find a Job*** - a list of up to 500 job postings within a certain radius of where you live

***Get Recruited & Be Proactive*** – a link to *Resume Builder* to tailor your resume to the job that you are applying for

***Get Trained*** – produces a list of training providers, if applicable, for the job or occupation that you are pursuing

***Review the Job Market*** – provides information about the job market in your area for the job or occupation that you are considering

***Explore a New Career*** – lists occupations that are in-demand within your area

***Other Services*** – provides a link to the *Assistance Center*

### ***Directory of Services***

***Quick Menu*** - provides links to *Career Services, Job Seeker Services, Education Services, Labor Market Services*

***Services for Individuals*** – provides links to all of the above

***Other Services*** – provides links to *Communication Center, Appointment Center, Assistance Center, Learning Center, Customer Satisfaction Survey*

***Current User Statistics*** – shows your online activity

### ***My Resources***

This section provides links to *My Messages, My Correspondence, My Appointments, My Background, Upcoming Events*



**\* If you have internet access, skip to page 26 - Related Pathways.**

## INTERESTS

\* Complete this section if you do not have internet access, otherwise, skip to page 26,  
Related Pathways.

### *Holland Interest Inventory*

The *Holland Interest Inventory* is an assessment that focuses on career and vocational choices. The results group people into six (6) different categories based upon what they enjoy doing.

Read each statement. If you agree, place a checkmark in the unshaded space to the right. There are no wrong answers.

I like to work on cars	<input type="checkbox"/>					
I like to do puzzles	<input type="checkbox"/>					
I am good at working independently	<input type="checkbox"/>					
I like to work in teams	<input type="checkbox"/>					
I am ambitious, I set goals for myself	<input type="checkbox"/>					
I like to organize things (files, desks, offices)	<input type="checkbox"/>					
I like to build things	<input type="checkbox"/>					
I like to read about art and music	<input type="checkbox"/>					
I like to have clear instructions to follow	<input type="checkbox"/>					
I like to try to influence or persuade people	<input type="checkbox"/>					
I like to do experiments	<input type="checkbox"/>					
I like to teach or train people	<input type="checkbox"/>					
I like trying to help people solve their problems	<input type="checkbox"/>					
I like to take care of animals	<input type="checkbox"/>					
I wouldn't mind working full time in an office	<input type="checkbox"/>					
I like selling things	<input type="checkbox"/>					
I enjoy creative writing	<input type="checkbox"/>					
I enjoy science	<input type="checkbox"/>					
I am quick to take on new responsibilities	<input type="checkbox"/>					
I am interested in healing people	<input type="checkbox"/>					
I enjoy trying to figure out how things work	<input type="checkbox"/>					
I like putting things together or assembling things	<input type="checkbox"/>					
I am a creative person	<input type="checkbox"/>					
I pay attention to details	<input type="checkbox"/>					
<b>Totals from Columns</b>	<input type="checkbox"/>					

I like to do filing or typing	<input type="checkbox"/>					
I like to analyze things (problems, situations)	<input type="checkbox"/>					
I like to play instruments or sing	<input type="checkbox"/>					
I enjoy learning about other cultures	<input type="checkbox"/>					
I would like to start my own business	<input type="checkbox"/>					
I like to cook	<input type="checkbox"/>					
I like acting in plays	<input type="checkbox"/>					
I am a practical person	<input type="checkbox"/>					
I like working with numbers or charts	<input type="checkbox"/>					
I like to get into discussions about issues	<input type="checkbox"/>					
I am good at keeping records of my work	<input type="checkbox"/>					
I like to lead	<input type="checkbox"/>					
I like working outdoors	<input type="checkbox"/>					
I would like to work in an office	<input type="checkbox"/>					
I am good at math	<input type="checkbox"/>					
I like helping people	<input type="checkbox"/>					
I like to draw	<input type="checkbox"/>					
I like to give speeches	<input type="checkbox"/>					
<b>Totals from columns above</b>						
<b>Totals from previous page</b>						
<b>Grand Totals</b>						
	<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>

Add up the checkmarks in each column and write the totals above. Note your three (3) letter *Holland Interest Code* indicated by the three (3) highest scores in the columns. Review pages 20 - 25 to learn about your *Holland Code*.

### ***My Holland Code***

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**\*\* Record results on page 84 of this booklet & in Section 3 of the 'My Vocational Assessment Results' form.**

**R** = Realistic/Doers

**I** = Investigative/Thinkers

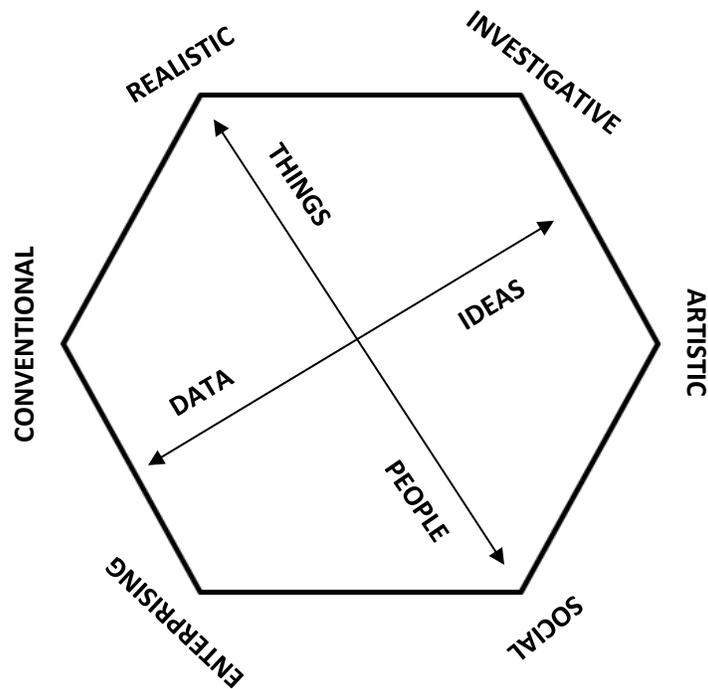
**E** = Enterprising/Persuaders

**A** = Artistic/Creators

**S** = Social/Helpers

**C** = Conventional/Organizers





**Possible Career Choices Based on Holland Codes**

**R = Realistic - The 'Doers'**

*These people are often good at mechanical or athletic jobs.*

- Likes to work with animals, tools, or machines
- Generally avoids social activities like teaching, healing, and informing others
- Has good skills in working with tools, mechanical or electrical drawings, machines, or plants and animals
- Values practical things you can see, touch, and use like plants and animals, tools, equipment, or machines
- Sees self as practical, mechanical, and realistic

*Possible career choices:*

Carpenter	Diesel Mechanic	Electrician	Farmer	Fire Fighter
Flight Engineer	Forester	Locksmith	Locomotive Engineer	Pilot
	Police Officer	Truck Driver		

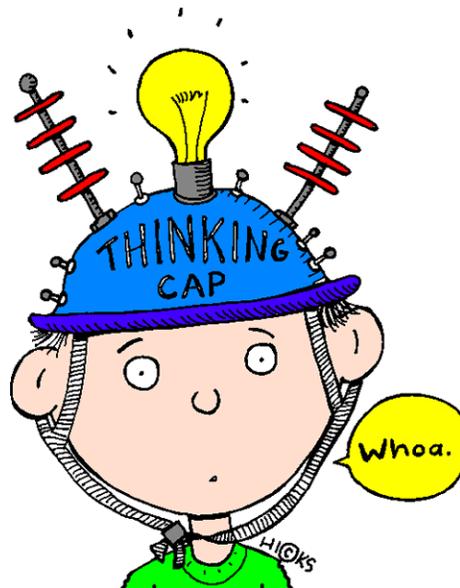
## I = Investigative – The ‘Thinkers’

*These people like to watch, learn, analyze, and solve problems.*

- Likes to study and solve math or science problems
- Generally avoids leading, selling, or persuading people
- Is good at understanding and solving science and math problems
- Values science
- Sees self as precise, scientific, and intellectual

*Possible career choices:*

Biologist      Computer Programmer      Dentist  
Electrical Engineer      Mathematician  
Medical Technician      Meteorologist      Pharmacist      Physician      Surveyor  
Veterinarian



## A = Artistic - The 'Creators'

*These people like to work in unstructured situations where they can use their creativity.*

- Likes to do creative activities like art, drama, crafts, dance, music, or creative writing
- Generally avoids highly ordered or repetitive activities
- Has good artistic abilities -- in creative writing, drama, crafts, music, or art
- Values the creative arts -- like drama, music, art, or the works of creative writers
- Sees self as expressive, original, and independent

*Possible career choices:*

Actor	Art Teacher	Book Editor	Clothes Designer	Comedian
Composer	Dancer	Disk Jockey	Graphic Designer	Musician
	Singer	Sculptor	Writer	

*The*  
ARTIST

## **S = Social – The ‘Helpers’**

*These people like to work with other people, rather than things.*

- Likes to do things to help people -- like teaching, nursing, or giving first aid, providing information
- Generally avoids using machines, tools, or animals to achieve a goal
- Is good at teaching, counseling, nursing, or giving information
- Values helping people and solving social problems
- Sees self as helpful, friendly, and trustworthy

*Possible career choices:*

Athletic Trainer      Counselor      Dental Hygienist  
Direct Care Worker      Librarian      Nurse  
Nursing Assistant      Parole Officer      Physical Therapist      Social Worker  
Teacher



## E = Enterprising – The ‘Persuaders’

*These people like to work with others and enjoy persuading and performing.*

- Likes to lead and persuade people, and to sell things and ideas
- Generally avoids activities that require careful observation and scientific, analytical thinking
- Is good at leading people and selling things or ideas
- Values success in politics, leadership, or business
- Sees self as energetic, ambitious, and sociable

*Possible career choices:*

Auctioneer	Camp Director	Customs Inspector	Hotel Manager	Lawyer
Real Estate Agent	Sales Manager	Sales Person	Travel Agent	TV
	Newscaster			



## C = Conventional – The ‘Organizers’

*These people are very detail oriented, organized, and like to work with data.*

- Likes to work with numbers, records, or machines in a set, orderly way
- Generally avoids ambiguous, unstructured activities
- Is good at working with written records and numbers in a systematic, orderly way
- Values success in business
- Sees self as orderly, and good at following a set plan

*Possible career choices:*

Accountant	Bank Teller	Bookkeeper	Court Clerk	Database
Administrator	Machinist	Post Office Clerk	Secretary	Tax Preparer
	Timekeeper	Title Examiner	Typist	



## ***Holland Code Career Clusters***

Identify the *Career Clusters* listed below that are associated with your *Holland Interest Code*.

### ***Realistic***

- Agriculture, Food & Natural Resources
- Health Science
- STEM (Science, Technology, Engineering, Math)

### ***Investigative***

- Information Technology
- Law, Public Safety, Corrections & Security

### ***Artistic***

- Architecture & Construction
- Arts, Audio/Video Technology & Communications

### ***Social***

- Government & Public Administration
- Hospitality & Tourism
- Human Services

### ***Enterprising***

- Business Management & Administration
- Finance
- Marketing, Sales & Services

### ***Conventional***

- Education & Training
- Manufacturing
- Transportation, Distribution & Logistics

Note the *Career Clusters* that are listed under the first two (2) letters of your *Holland Code*. You are not limited to choices within these *Career Clusters*, this should be used as a starting point to identify occupations that are in alignment with your interests.

**\*\* Check the Career Cluster(s) listed above under the first two (2) letters of your Holland Interest Code. Record them on page 91 of this booklet & on the Career Clusters in Section 3 of the 'My Vocational Assessment Results' form.**



## SECTION 2

### NH ECONOMIC & LABOR MARKET INFORMATION (ELMI) AND HOLLAND CODES

**\* If you do not have internet access, skip to page 28 - NH Economic & Labor Market Information & Holland Codes**

Now that you have determined your three (3) letter *Holland Interest Code*, you will want to determine what occupations fit in with your interests. *NH Employment Security/Economic & Labor Market Information* has created occupation lists based upon the *Holland Codes*.

**Website:** <http://www.nhes.nh.gov/elmi/career/career-assess.htm>

Once there, go to the bottom where you will see a table that looks like the one shown on the next page. On the website, use the first two (2) letters of your *Holland Interest Code*, click on the circle with the matching letters and review the information. The charts identify careers based upon *Holland Interest Codes* and identify education levels required, potential wages, and job outlook. They further identify categories of employment, i.e. Designer, Customer Service, Business Organizers, etc.

Determine what would be two (2) entry-level, mid-level, and advanced-level occupations for you based upon your *Holland Interest Code*.

**\*\* Go to *NH ECONOMIC & LABOR MARKET INFORMATION (ELMI) & HOLLAND CODES* on Page 58. Record two (2) Entry-Level, Mid-Level, & Highest Level Occupations from the charts based upon your Holland Interest Code.**

**\* Once complete, skip to page 59 - Work Values.**

		Primary Holland Type					
S e c o n d a r y  T y p e		Realistic	Investigative	Artistic	Social	Enterprising	Conventional
	Realistic						
	Investigative						
	Artistic						
	Social						
	Enterprising						
	Conventional						

**NH ECONOMIC & LABOR MARKET INFORMATION (ELMI) & HOLLAND CODES**

***\* Complete this section if you do not have internet***

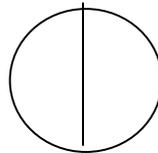
On the following pages, you will find information compiled by *NH Employment Security/Economic & Labor Market Information*. The charts identify careers based on *Holland Interest Codes* and identify education levels required, potential wages, and job outlook. They further identify categories of employment, i.e. Designer, Customer Service, Business Organizers, etc.

Using the first two (2) letters of your *Holland Interest Code*, look at the information listed in the charts to determine what would be two (2) entry-level, mid-level, and advanced level occupations for you based upon your *Holland Interest Code Categories*. The information in the charts was current information as of April, 2019. Wages, job outlook, and other information may change over time. For information in real time, you will need to find a computer with internet to access the website.

1st Holland Interest Code Category: \_\_\_\_\_

2nd Holland Interest Code Category: \_\_\_\_\_

Enter the first 2 letters of your *Holland Interest Code* in the circle.



**\*\* Go to NH ECONOMIC & LABOR MARKET INFORMATION (ELMI) & HOLLAND CODES on Page 64. Record two (2) Entry-Level, Mid-Level, & Highest Level Occupations from the charts based upon your Holland Interest Code.**



***Enterprising-Realistic***  
**MANAGERS**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Architectural & Engineering Manager	\$102,965	Strong
Construction Manager	\$62,293	Strong
<b>High School Diploma or Equivalent</b>		
Farmer, Rancher & Other Agricultural Manager	N/A	Strongest



**Enterprising-Conventional  
MANAGERS**

Occupation	Entry Wage	Outlook
<b>Master's Degree</b>		
Curator	\$34,711	Weakest
Education Administrator, Postsecondary	\$62,909	Strong
<b>Bachelor's Degree</b>		
Administrative Services Manager	\$63,187	Strong
Chief Executive	\$97,893	Strong
Compensation & Benefits Manager	\$82,175	Weakest
Computer & Information Systems Manager	\$93,896	Strong
Financial Examiner	\$59,980	Weakest
Financial Manager	\$70,944	Strongest
General & Operations Manager	\$60,099	Strongest
Human Resources Specialist	\$40,172	Strongest
Industrial Production Manager	\$83,278	Strong
Labor Relations Specialist	\$26,256	Weak
Logistician	\$49,309	Weak
Marketing Manager	\$83,689	Strong
Medical & Health Services Manager	\$72,664	Strong
Personal Financial Advisor	\$49,610	Strong
Purchasing Manager	\$86,357	Weak
Sales Manager	\$87,141	Strong
<b>High School Diploma or Equivalent</b>		
Lodging Manager	\$41,953	Weak
Postmaster & Mail Superintendent	\$64,278	Weakest
Property, Real Estate & Community Association Manager	\$44,168	Strong
Transportation, Storage & Distribution Manager	\$79,940	Weak





**Conventional-Enterprising  
BUSINESS ORGANIZERS**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Accountant & Auditor	\$51,501	Strongest
Appraiser & Assessor of Real Estate	\$36,396	Weak
Budget Analyst	\$54,786	Weakest
Compensation, Benefits & Job Analyst Specialist	\$44,712	Weak
Cost Estimator	\$45,719	Strong
Credit Analyst	\$56,925	Weakest
Insurance Underwriter	\$55,398	Weak
Loan Officer	\$37,216	Strong
Purchasing Agent, Except Wholesale, Retail & Farm Products	N/A	Strong
Tax Examiner & Collector, & Revenue Agent	\$31,052	Weak
<b>Associate's Degree</b>		
Human Resources Assistant, Except Payroll & Timekeeping	\$30,232	Strong
<b>Postsecondary Non-Degree Award</b>		
Medical Records & Health Information Technician	\$28,850	Strong
<b>High School Diploma or Equivalent</b>		
Claims Adjuster, Examiner & Investigator	\$40,934	Strong
Executive Secretary & Executive Administrative Assistant	\$43,712	Strong
Gaming Dealer	\$18,154	N/A
Legal Secretary	\$36,825	Strong
Sales Rep-Wholesale & Manufacturing, Except Technical & Scientific Products	\$38,439	Strongest
Secretary & Administrative Assistant, Except Legal, Medical & Executive	\$26,407	Strongest
Tax Preparer	\$20,872	Weak
Title Examiner, Abstractor & Searcher	\$34,887	N/A



**Conventional-Enterprising  
CUSTOMER SERVICE**

Occupation	Entry Wage	Outlook
<b>Some College, No Degree</b>		
Bookkeeping, Accounting & Auditing Clerk	\$29,519	Strongest
<b>High School Diploma or Equivalent</b>		
Bill & Account Collector	\$27,222	Strong
Billing & Posting Clerk	\$32,617	Strongest
Brokerage Clerk	\$43,198	Weak
Cargo & Freight Agent	\$40,141	Weak
Correspondence Clerk	\$28,415	Weak
Court, Municipal & License Clerk	\$26,780	Weak
Credit Authorizer, Checker & Clerk	\$28,125	Weakest
Hotel, Motel & Resort Desk Clerk	\$21,092	Strongest
Insurance Claims & Policy Processing Clerk	\$34,934	Strong
Interviewer, Except Eligibility & Loan	\$27,601	Strong
Loan Interviewer & Clerk	\$28,721	Strong
New Accounts Clerk	\$28,028	Weak
Office Clerk, General	\$27,459	Strongest
Order Clerk	\$24,222	Strong
Payroll & Timekeeping Clerk	\$32,428	Strong
Procurement Clerk	\$27,388	Weak
Production, Planning & Expediting Clerk	\$36,727	Strong
Receptionist & Information Clerk	\$22,452	Strongest
Reservation & Transportation Ticket Agent & Travel Clerk	\$25,322	Weak
Switchboard Operator, Including Answering Service	\$23,860	Weak
Teller	\$25,115	Strongest
Word Processor & Typist	\$24,621	Weakest
<b>No Formal Educational Credential</b>		
Cashier	\$17,901	Strongest
Counter & Rental Clerk	\$21,501	Strongest



**Enterprising-Conventional  
BOSSSES**

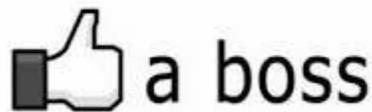
Occupation	Entry Wage	Outlook
<b>Associate's Degree</b>		
Air Traffic Controller	\$123,623	Weak
<b>High School Diploma or Equivalent</b>		
First-Line Supervisor of Correctional Officers	\$60,496	Weakest
First-Line Supervisor of Food Preparation & Serving Workers	\$27,538	Strongest
First-Line Supervisors of Gaming Workers	\$23,598	N/A
First-Line Supervisor of Housekeeping & Janitorial Workers	\$28,893	Strong
First-Line Supervisor of Mechanics, Installers & Repairers	\$51,088	Strongest
First-Line Supervisor of Non-Retail Sales Workers	\$57,516	Strongest
First-Line Supervisor of Office & Administrative Support Workers	\$39,652	Strongest
First-Line Supervisor of Personal Service Workers	\$28,038	Strong
First-Line Supervisor of Retail Sales Workers	\$31,677	Strongest
Food Service Manager	\$44,664	Strongest

I'm the  
**BOSS**



**Enterprising-Realistic  
BOSES**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Sales Engineer	\$69,994	Strong
<b>Postsecondary Non-Degree Award</b>		
Captain, Mate & Pilot of Water Vessels	\$39,594	Weakest
First-Line Supervisor of Fire Fighting & Prevention Workers	\$52,484	Weak
<b>High School Diploma or Equivalent</b>		
Aircraft Cargo Handling Supervisor	N/A	N/A
Airfield Operations Specialist	N/A	N/A
Chef & Head Cook	\$38,481	Strong
First-Line Supervisor of Construction Trades & Extraction Workers	\$47,406	Strongest
First-Line Supervisor of Farming, Fishing & Forestry Workers	\$43,026	Weakest
First-Line Supervisor of Helpers, Laborers & Material Movers, Hand	N/A	Strong
First-Line Supervisor of Landscaping, Lawn Service & Groundskeeping Workers	\$39,633	Strong
First-Line Supervisor of Production & Operating Workers	\$44,419	Strongest
Police & Sheriff's Patrol Officer	\$43,643	Strongest
Railroad Conductor & Yardmaster	N/A	Weakest





**Enterprising-Conventional**  
**THE SELLERS**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Agent & Business Manager of Artists, Performers & Athletes	N/A	N/A
Buyers & Purchasing Agent	\$39,821	N/A
Fundraiser	\$35,0004	Strong
Meeting, Convention & Event Planner	\$34,194	Strong
Sales Rep, Wholesale & Manufacturing, Technical/Scientific Products	\$51,705	Strongest
Securities, Commodities & Financial Services Sales Agent	\$38,130	Strongest
Wholesale & Retail Buyer, Except Farm Products	N/A	Strong
<b>High School Diploma or Equivalent</b>		
Advertising Sales Agent	\$33,028	Strong
Insurance Sales Agent	\$34,731	Strongest
Optician, Dispensing	\$30,335	Weak
Private Detective & Investigator	\$35,462	Weak
Real Estate Broker	\$50,645	Weak
Real Estate Sales Agent	\$35,538	Weak
Travel Agent	\$30,901	Weak
Travel Guide	N/A	N/A
<b>No Formal Educational Credential</b>		
Amusement & Recreation Attendant	\$18,047	Strongest
Bartender	\$17,994	Strongest
Demonstrator & Product Promoter	\$37,208	Weakest
Door-to-Door Sales Worker, News & Street Vendor & Related Workers	N/A	N/A
Parts Salesperson	\$22,804	Strongest
Retail Salesperson	\$19,397	Strongest
Telemarketer	\$21,574	Strong





**Conventional-Realistic  
ASSISTANTS**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Audio-Visual & Multimedia Collections Specialist	\$38,968	Weakest
<b>Associate's Degree</b>		
Electrical & Electronics Drafter	\$52,033	Weak
<b>Postsecondary Non-Degree Award</b>		
Dental Assistant	\$38,978	Strong
Fire Inspector & Investigator	\$43,497	N/A
Insurance Appraiser, Auto Damage	\$44,457	Weakest
Medical Transcriptionist	\$30,370	Weak
Phlebotomist	\$29,629	Strong
<b>High School Diploma or Equivalent</b>		
Computer Operator	\$28,225	Weak
Data Entry Keyer	\$26,875	Strong
Dispatcher, Except Police, Fire & Ambulance	\$31,202	Strong
File Clerk	\$18,913	Strong
Inspector, Tester, Sorter, Sampler & Weigher	\$32,066	Strongest
Library Assistant, Clerical	\$19,926	Strong
Mail Clerk & Mail Machine Operator, Except Postal Service	\$25,117	Weak
Meter Reader, Utilities	\$38,678	Weakest
Occupational Health & Safety Technician	\$29,158	N/A
Orderly	\$25,441	Weakest
Pharmacy Aide	\$22,574	N/A
Pharmacy Technician	\$24,804	Strong
Photographic Process Worker & Processing Machine Operator	\$22,433	Weak
Police, Fire & Ambulance Dispatcher	\$35,441	Strong
Postal Service Clerk	\$39,638	Weak
Postal Service Mail Carrier	\$36,876	Strong
Postal Service Mail Sorter, Processor & Processing Machine Operator	\$37,127	Weak



### Conventional-Realistic

### ASSISTANTS

Cont....

Shipping, Receiving & Traffic Clerk	\$25,329	Strongest
Stock Clerk & Order Filler	\$20,553	Strongest
Weigher, Measurer, Checker & Sampler-Recordkeeping	\$29,812	Weak
<b>No Formal Educational Credential</b>		
Combined Food Preparation & Serving Worker, Including Fast Food	\$18,036	Strongest



### Conventional-Social

### AIDES

Occupation	Entry Wage	Outlook
<b>Master's Degree</b>		
Librarian	\$38,052	Strong
<b>Postsecondary Non-Degree Award</b>		
Library Technician	\$28,785	Strong
Ophthalmic Medical Technician	\$31,600	Weak
<b>High School Diploma or Equivalent</b>		
Medical Secretary	\$32,116	Strongest
Social & Human Services Assistant	\$23,158	Strongest



### Social-Conventional

### AIDES

Occupation	Entry Wage	Outlook
<b>Some College</b>		
Teacher Assistant	\$21,746	Strongest
<b>Postsecondary Non-Degree Program</b>		
Medial Assistant	\$30,754	Strongest
Nursing Assistant	\$26,048	Strongest
<b>High School Diploma or Equivalent</b>		
Eligibility Interviewer, Government Programs	\$33,269	Weak
<b>No Educational Credential</b>		
Usher, Lobby Attendant & Ticket Taker	\$18,314	Strong



**Realistic-Enterprising  
INDEPENDENTS**

Occupation	Entry Wage	Outlook
<b>Associate's Degree</b>		
Computer Network Support Specialist	\$47,195	Strong
<b>Postsecondary Non-Degree Award</b>		
Barber	\$25,399	Weak
Manicurist & Pedicurist	\$25,278	Strong
<b>High School Diploma or Equivalent</b>		
Bailiff	\$26,869	Weakest
Correctional Officer & Jailer	\$37,390	Strong
Driver/Sales Worker	\$18,171	Strongest
Telecommunications Line Installer & Repairer	\$49,734	Strong
Transportation Security Screener	\$38,928	Weakest
Umpires, Referees & Other Sports Officials	N/A	N/A
<b>No Formal Educational Credential</b>		
Athletes & Sports Competitors	N/A	N/A
Cooks, Restaurant	\$22,902	Strongest
Shampooer	N/A	N/A
Taxi Driver & Chauffeur	\$21,117	Strongest



**Investigative-Enterprising  
EXAMINERS**

Occupation	Entry Wage	Outlook
<b>Master's Degree</b>		
Urban & Regional Planner	\$44,597	Weak
<b>Bachelor's Degree</b>		
Management Analyst	\$57,505	Strongest
Market Research Analyst & Marketing Specialist	\$40,191	Strongest

**Artistic-Realistic/Artistic-Social/Realistic-Artistic/Artistic-Investigative  
DESIGNERS**



Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Architect, Except Landscape & Naval	\$63,808	Weak
Broadcast News Analyst	N/A	N/A
Camera Operator-TV, Video & Motion Picture	\$21,836	Weak
Fine Artist, Including Painters, Sculptors & Illustrators	N/A	Weakest
Graphic Designer	\$33,830	Strong
Interpreter & Translator	\$31,562	Weak
Landscape Architect	N/A	Weakest
Multimedia Artist & Animator	\$40,107	Weakest
Museum Technician & Conservator	\$30,607	Weakest
Set & Exhibit Designer	N/A	N/A
Technical Writer	\$48,160	Weak
<b>Associate's Degree</b>		
Architectural & Civil Drafter	\$40,339	Weak
Desktop Publisher	\$29,475	N/A
<b>High School Diploma or Equivalent</b>		
Fabric & Apparel Patternmaker	N/A	N/A
Jeweler & Precious Stone & Metal Worker	\$27,842	Weakest
Molder, Shaper & Caster, Except Metal & Plastic	\$25,852	Weak
Musical Instrument Repairer & Tuner	N/A	N/A
Photographer	\$25,227	Weak
<b>No Formal Educational Credential</b>		
Craft Artist	N/A	Weakest
Dancer	N/A	N/A
Sewer, Hand	N/A	N/A
Tailor, Dressmaker & Custom Sewer	\$27,809	Weakest



**Artistic-Enterprising  
CREATIVES**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Art Director	\$61,648	Weak
Commercial & Industrial Designer	\$44,084	Weakest
Editor	\$35,080	Weak
Fashion Designer	N/A	Weakest
Film & Video Editor	\$33,265	Weakest
Interior Designer	\$32,906	Weak
Music Director & Composer	\$31,779	Weak
Radio & TV Announcer	\$20,802	Weakest
Reporter & Correspondent	\$25,242	Weakest
Writer & Author	\$31,207	Strong
<b>Some College</b>		
Actor	N/A	Weakest
<b>Postsecondary Non-Degree Program</b>		
Hairdresser, Hairstylist & Cosmetologist	\$19,586	Strongest
<b>High School Diploma or Equivalent</b>		
Floral Designer	\$22,987	Weak
Merchandise Displayer & Window Trimmer	\$22,866	Strong
<b>No Formal Educational Credential</b>		
Musician & Singer	N/A	Weak



**Enterprising-Artistic  
CREATIVES**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Advertising & Promotions Manager	\$55,080	Weak
Producer & Director	\$33,118	Weak
Public Relations & Fundraising Manager	\$76,489	Weak
Public Relations Specialist	\$38,353	Strong



## Investigative-Conventional TECHIES

Occupation	Entry Wage	Outlook
<b>Doctoral or Professional Degree</b>		
Pharmacist	\$112,595	Strong
<b>Master's Degree</b>		
Economist	\$55,466	Weakest
Historian	N/A	N/A
Mathematician	N/A	N/A
Survey Researcher	N/A	N/A
<b>Bachelor's Degree</b>		
Computer Network Architect	\$72,794	Weak
Computer Programmer	\$48,391	Strong
Computer Systems Analyst	\$63,365	Strong
Health & Safety Engineer, Except Mining Safety Engineer & Inspector	\$72,072	Weakest
Industrial Engineer	\$66,573	Strong
Occupational Health & Safety Specialist	\$58,021	Weak
Operations Research Analyst	N/A	N/A
Software Developer, Systems Software	\$84,995	Strong





**Conventional-Investigative  
TECHIES**

Occupation	Entry Wage	Outlook
<b>Master's Degree</b>		
Archivist	N/A	N/A
Statistician	\$52,451	Weakest
<b>Bachelor's Degree</b>		
Actuary	\$74,121	Weakest
Compliance Officer	\$43,708	Strong
Database Administrator	\$61,561	Weak
Financial Analyst	\$48,141	N/A
Information Security Analyst	\$70,389	Weak
Social Science Research Assistant	\$32,239	Weakest
Statistical Assistant	\$31,540	Weakest
<b>Associate's Degree</b>		
Paralegal & Legal Assistant	\$41,421	Strong
Web Developer	\$43,042	Strong
<b>Postsecondary Non-Degree Award</b>		
Computer Numerically Controlled Machine Tool Programmer, Metal & Plastic	\$46,558	Weak





## Investigative-Social HEALERS

Occupation	Entry Wage	Outlook
<b>Doctoral or Professional Degree</b>		
Audiologist	N/A	Weakest
Clinical, Counseling & School Psychologist	\$55,239	Weak
Family & General Practitioner	N/A	Weak
Internist, General	N/A	Weakest
Obstetrician & Gynecologist	N/A	Weakest
Optometrist	\$89,440	Weakest
Pediatrician, General	\$163,453	Weakest
Podiatrist	\$123,278	Weakest
Psychiatrist	\$147,564	Weakest
<b>Bachelor's Degree</b>		
Dietitian & Nutritionist	\$46,942	Weak
<b>Associate's Degree</b>		
Diagnostic Medical Sonographer	\$66,088	Weak





**Social-Investigative  
HEALERS & TEACHERS**

Occupation	Entry Wage	Outlook
<b>Doctoral or Professional Degree</b>		
Area, Ethnic & Cultural Studies Teacher, Postsecondary	\$59,508	Weakest
Atmospheric, Earth, Marine & Space Sciences Teacher, Postsecondary	\$67,102	Weakest
Biological Sciences Teacher, Postsecondary	\$56,910	Weak
Chemistry Teacher, Postsecondary	\$60,202	Weakest
Chiropractor	\$53,124	Weakest
<i>Computer Science Teacher, Postsecondary</i>	\$61,461	Weakest
Criminal Justice & Law Enforcement Teacher, Postsecondary	\$56,894	Weakest
Economics Teacher, Postsecondary	\$86,495	Weakest
Engineering Teacher, Postsecondary	\$80,858	Weakest
Environmental Science Teacher, Postsecondary	\$50,335	Weakest
Health Specialties Teacher, Postsecondary	\$55,267	Weak
History Teacher, Postsecondary	\$69,860	Weakest
Mathematical Science Teacher, Postsecondary	\$65,114	Weakest
Nursing Instructor & Teacher, Postsecondary	\$49,210	Weak
Physical Therapist	\$69,371	Strong
Physics Teacher, Postsecondary	\$52,872	Weakest
Psychology Teacher, Postsecondary	\$51,385	Weak
Social Work Teacher, Postsecondary	\$50,631	Weakest
Sociology Teacher, Postsecondary	\$64,789	Weakest





**Social-Investigative  
HEALERS & TEACHERS**

Cont....

Occupation	Entry Wage	Outlook
<b>Master's Degree</b>		
Healthcare Social Worker	\$48,398	Strong
Instructional Coordinator	\$41,402	Strong
Mental Health Counselor	N/A	Strong
Mental Health & Substance Abuse Social Worker	\$43,065	Weak
Nurse Midwife	\$79,501	Weakest
Nurse Practitioner	\$86,735	Strong
Occupational Therapist	\$64,343	Strong
Physician Assistant	\$89,668	Strong
Rehabilitation Counselor	\$31,578	Strong
Speech-Language Pathologist	\$56,049	Weak
<b>Bachelor's Degree</b>		
Exercise Physiologist	\$41,759	Weakest
Special Education Teacher, Secondary School	\$45,310	Weak
Teacher & Instructor, All Other, Except Substitute Teacher	\$24,200	Strongest
<b>Associate's Degree</b>		
Dietetic Technician	\$22,752	Weakest
Registered Nurse	\$54,795	Strongest
Respiratory Therapist	\$55,823	Weak
<b>Postsecondary Non-Degree Award</b>		
Emergency Medical Technician & Paramedic	\$26,475	Strong
<b>High School Diploma or Equivalent</b>		
Community Health Worker	\$32,344	Weak
Hearing Aid Specialist	\$61,100	N/A





**Realistic-Conventional  
FIXERS**

Occupation	Entry Wage	Outlook
<b>Some College, No Degree</b>		
Computer, Automated Teller & Office Machine Repairer	\$29,994	Strong
<b>Postsecondary Non-Degree Award</b>		
Aircraft Mechanic & Service Technician	\$39,440	Weak
Electrical & Electronics Installer & Repairer, Transportation Equipment	N/A	Weakest
Electrical & Electronics Repairer-Powerhouse, Substation & Relay	\$55,445	N/A
Electronic Home Entertainment Equipment Installer & Repairer	\$22,973	Weak
Heating, Air Conditioning & Refrigeration Mechanic & Installer	\$38,276	Strongest
Wind Turbine Service Technician	N/A	N/A
<b>High School Diploma or Equivalent</b>		
Automotive Glass Installer & Repairer	\$33,019	Weakest
Bicycle Repairer	\$21,618	Weak
Bus & Truck Mechanic & Diesel Engine Specialist	\$38,486	Strong
Camera & Photographic Equipment Repairer	N/A	N/A
Coin, Vending & Amusement Machine Servicer & Repairer	\$27,135	N/A
Control & Valve Installer & Repairer, Except Mechanical Door	\$41,223	Weakest
Farm Equipment Mechanic & Service Technician	\$29,717	N/A
Helper-Installation, Maintenance & Repair Worker	\$20,346	Strong
Home Appliance Repairer	\$37,721	Weak
Locksmith & Safe Repairer	\$43,704	Weakest
Maintenance & Repair Worker, General	\$30,285	Strongest
Maintenance Worker, Machinery	\$30,219	Weak



**Realistic-Conventional**

**FIXERS**

Cont....

Occupation	Entry Wage	Outlook
Manufactured Building & Mobile Home Installer	\$28,556	N/A
Mobile Heavy Equipment Mechanic, Except Engines	\$39,428	Weak
Motorboat Mechanic & Service Technician	\$32,976	Weak
Outdoor Power Equipment & Other Small Engine Mechanic	\$31,034	Weak
Rigger	\$32,697	Weakest
Security & Fire Alarm Systems Installer	\$23,679	Weak
Tire Repairer & Changer	\$21,145	Weak





**Realistic-Conventional  
MACHINE CRAFTERS**

<b>Occupation</b>	<b>Entry Wage</b>	<b>Outlook</b>
<b>High School Diploma or Equivalent</b>		
Adhesive Bonding Machine Operator & Tender	\$31,968	Weakest
Chemical Equipment Operator & Tender	\$33,233	Weak
Coating, Painting & Spraying Machine Setter, Operator & Tender	\$28,734	Weak
Computer-Controlled Machine Tool Operator, Metal & Plastic	\$31,583	Strongest
Cooling & Freezing Equipment Operator & Tender	\$36,464	Weakest
Crushing, Grinding & Polishing Machine Setter, Operator & Tender	\$32,798	Weak
Cutting, Punching & Press Machine Setter, Operator & Tender, Metal & Plastic	\$28,394	Weak
Drilling & Boring Machine Tool Setter, Operator & Tender, Metal & Plastic	\$27,055	Weakest
Extruding & Drawing Machine Setter, Operator & Tender, Metal & Plastic	\$32,971	Strong
Extruding, Forming, Pressing & Compacting Machine Setter, Operator & Tender	\$28,433	Strong
Forging Machine Setter, Operator & Tender, Metal & Plastic	\$23,315	Weakest
Heat Treating Equipment Setter, Operator & Tender, Metal & Plastic	\$31,452	Weakest
Helper-Production Workers	\$23,084	Strongest
Machinist	\$37,806	Strongest
Milling & Planing Machine Setter, Operator & Tender, Metal & Plastic	\$27,791	Weakest



## Realistic-Conventional

### MACHINE CRAFTERS

Cont....

Occupation	Entry Wage	Outlook
Mixing & Blending Machine Setter, Operator & Tender	\$31,886	Weak
Molding, Coremaking & Casting Machine Setter, Operator & Tender, Metal & Plastic	\$25,991	Strong
Multiple Machine Tool Setter, Operator & Tender, Metal & Plastic	\$25,739	Strong
Packaging & Filling Machine Operator & Tender	\$27,165	Strong
Paper Goods Machine Setter, Operator & Tender	N/A	Weakest
Plating & Coating Machine Setter, Operator & Tender, Metal & Plastic	\$28,188	Weakest
Rolling Machine Setter, Operator & Tender, Metal & Plastic	\$28,490	Weakest
Sawing Machine Setter, Operator & Tender, Wood	\$26,981	Weak
Semiconductor Processor	\$36,721	Weakest
Separating, Filtering, Clarifying, Precipitating & Still Machine Setter, Operator & Tender	\$38,832	Weak
Textile Knitting & Weaving Machine Setter, Operator & Tender	\$27,386	Weakest
Woodworking Machine Setter, Operator & Tender, Except Sawing	\$24,398	Strong
<b>No Formal Educational Credential</b>		
Presser, Textile, Garment & Related Materials	\$18,910	Weak



**Realistic-Conventional  
MOVERS**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Airline Pilot, Co-Pilot & Flight Engineer	\$99,144	Weakest
<b>Postsecondary Non-Degree Program</b>		
Heavy & Tractor-Trailer Truck Driver	\$31,380	Strongest
Motorboat Operator	N/A	N/A
Ship Engineer	N/A	N/A
<b>High School Diploma or Equivalent</b>		
Bridge & Lock Tender	N/A	N/A
Bus Driver, School or Special Client	\$23,994	Strongest
Crane & Tower Operator	\$41,621	N/A
First-Line Supervisor of Transportation & Material-Moving Machine & Vehicle Operator	N/A	Strong
Light Truck or Delivery Service Driver	\$20,159	Strongest
Locomotive Engineer	N/A	Weakest
Pump Operator, Except Wellhead Pumpers	\$35,421	N/A
Rail Yard Engineer, Dinkey Operator & Hostler	N/A	N/A
Transportation Inspector	\$40,738	Weakest
<b>No Formal Educational Credential</b>		
Automotive & Watercraft Service Attendant	\$19,222	Strong
Cleaner of Vehicles & Equipment	\$21,439	Strongest
Industrial Truck & Tractor Operator	\$31,972	Strongest
Parking Lot Attendant	\$21,492	Strong
Refuse & Recyclable Material Collector	\$24,866	Strong
Sailor & Marine Oiler	\$27,307	N/A
Tank Car, Truck & Ship Loader	N/A	N/A



**Realistic-Conventional  
SERVERS**

Occupation	Entry Wage	Outlook
<b>Associate's Degree</b>		
Magnetic Resonance Imaging Technologist	\$59,183	Weakest
<b>High School Diploma or Equivalent</b>		
Baggage Porter & Bellhop	\$18,060	Weakest
Courier & Messenger	\$18,659	Strong
Medical Equipment Preparer	\$28,270	Weak
Office Machine Operator, Except Computer	\$24,506	Weak
Parking Enforcement Worker	\$22,852	Weakest
Security Guard	\$25,379	Strongest
<b>No Formal Educational Credential</b>		
Cook, Fast Food	\$17,896	Strong
Cook, Institution & Cafeteria	\$25,841	Strongest
Cook, Short Order	\$18,369	Strongest
Dining Room & Cafeteria Attendant & Bartender Helper	\$17,998	Strongest
Dishwasher	\$18,063	Strongest
Food Preparation Worker	\$19,270	Strongest
Janitor & Cleaner, Except Maid & Housekeeping Cleaner	\$21,783	Strongest
Laundry & Dry-Cleaning Worker	\$18,294	Strong
Maid & Housekeeping Cleaner	\$18,858	Strongest
Motion Picture Projectionist	N/A	N/A





**Realistic-Investigative  
TECHNICIANS**

Occupation	Entry Wage	Job Outlook
<b>Bachelor's Degree</b>		
Biological Technician	\$35,227	Strong
Cartographer/Photogrammetrist	\$37,015	Weakest
Civil Engineer	\$57,931	Strong
Fish & Game Warden	N/A	Weakest
Forester	\$44,632	Weakest
<b>Associate's Degree</b>		
Avionics Technician	\$52,946	N/A
Cardiovascular Technologist & Technician	\$38,795	Weakest
Electrical & Electronics Engineering Technician	\$41,893	Strong
Electro-Mechanical Technician	\$46,131	Weakest
Environmental Engineering Technician	\$42,490	N/A
Forest & Conservation Technician	\$30,344	Weakest
Mechanical Engineering Technician	\$41,194	Weak
Medical Equipment Repairer	\$38,319	Weakest
Veterinary Technologist & Technician	\$26,284	Strong
<b>Some College, No Degree</b>		
Computer User Support Specialist	\$37,418	Strongest
<b>Postsecondary Non-Degree Award</b>		
Audio & Video Equipment Technician	\$32,526	Weakest
Automotive Service Technician & Mechanic	\$30,719	Strongest
Electrical & Electronics Repairer, Commercial & Industrial Equipment	\$39,199	Weak
Telecommunications Equipment Installer & Repairer, Except Line Installers	\$53,978	Strong
Tool & Die Maker	\$40,263	Weak



**Realistic-Investigative**

**TECHNICIANS**

Cont....

Occupation	Entry Wage	Job Outlook
<b>High School Diploma or Equivalent</b>		
Commercial Pilot	\$51,715	Weak
Dental Laboratory Technician	\$31,873	Weakest
Earth Driller, Except Oil & Gas	\$41,999	Weak
Electrical Power Line Installer & Repairer	\$44,549	Strong
Electronic Equipment Installer & Repairer, Motor Vehicles	\$30,005	Weakest
Explosives Worker, Ordinance Handling Expert & Blaster	\$50,910	N/A
Industrial Machinery Mechanic	\$41,151	Strongest
Lathe & Turning Machine Tool Setter, Operator & Tender, Metal & Plastic	\$30,437	Weakest
Logging Equipment Operator	\$28,949	Weak
Metal-Refining Furnace Operator & Tender	\$28,375	Weakest
Recreational Vehicle Service Technician	\$28,029	Weak
Stationary Engineer & Boiler Operator	\$46,651	Weakest



**Enterprising-Investigative**

**EXAMINERS**

Occupation	Entry Wage	Outlook
<b>Doctoral or Professional Degree</b>		
Administrative Law Judge, Adjudicator & Hearing Officer	\$49,695	Weakest
Lawyer	\$67,843	Strong
<b>Bachelor's Degree</b>		
Natural Science Manager	\$98,452	Weakest
<b>High School Diploma or Equivalent</b>		
Detective & Criminal Investigator	\$56,830	Weak



**Social-Artistic  
TEACHERS**

Occupation	Entry Wage	Outlook
<b>Doctoral or Professional Degree</b>		
Architecture Teacher, Postsecondary	N/A	N/A
Communications Teacher, Postsecondary	\$63,161	Weakest
Education Teacher, Postsecondary	\$44,986	Weak
English Language & Literature Teacher, Postsecondary	\$59,714	Weak
Foreign Language & Literature Teacher, Postsecondary	\$64,308	Weakest
Philosophy & Religion Teacher, Postsecondary	\$67,878	Weakest
Recreation & Fitness Studies Teacher, Postsecondary	\$55,432	Weakest
<b>Master's Degree</b>		
Art, Drama & Music Teacher, Postsecondary	\$51,704	Strong
Marriage & Family Therapist	\$36,333	Weakest
<b>Bachelor's Degree</b>		
Adult Basic, Secondary Education & Literacy Teacher & Instructor	\$33,841	Weak
Career/Technical Education Teacher, Middle School	\$45,902	N/A
Elementary School Teacher, Except Special Education	\$42,941	Strongest
Kindergarten Teacher, Except Special Education	\$38,643	Weak
Middle School Teacher, Except Special & Career/Technical Education	\$42,381	Strongest
Recreational Therapist	\$36,683	Weakest
Secondary School Teacher, Except Special & Career/Technical Education	\$44,281	Strongest
Special Education Teacher, Kindergarten & Elementary School	\$41,321	Strong
Special Education Teacher, Middle School	\$39,963	Weak



**Social-Artistic  
TEACHERS**

Cont....

Occupation	Entry Wage	Outlook
Special Education Teacher, Preschool	\$35,316	Weakest
Substance Abuse & Behavioral Disorder Counselor	N/A	Weak
Substitute Teacher	\$21,447	Strongest
Training & Development Specialist	\$43,333	Strong
<b>Associate's Degree</b>		
Preschool Teacher, Except Special Education	\$23,347	Strongest
<b>High School Diploma or Equivalent</b>		
Childcare Worker	\$18,761	Strongest
Self-Enrichment Education Teacher	\$26,753	Strongest



**Realistic-Social  
CARETAKERS**

Occupation	Entry Wage	Outlook
<b>Associate's Degree</b>		
Radiologic Technologist	\$47,028	Weak
<b>Postsecondary Non-Degree Award</b>		
Firefighter	\$29,688	Strong
Surgical Technologist	\$37,344	Weak
<b>High School Diploma or Equivalent</b>		
Ambulance Driver & Attendant, Except EMT	N/A	N/A
Animal Control Worker	\$23,470	Weakest
Bus Driver, Transit & Intercity	\$31,651	Weak
Transportation Attendant, Except Flight Attendant	\$18,392	N/A
Veterinary Assistant & Lab Animal Caretaker	\$18,725	Strong
<b>No Formal Educational Credential</b>		
Counter Attendant, Cafeteria, Food Concession & Coffee Shop	\$18,210	Strongest
Lifeguard, Ski Patrol & Other Recreational Protective Service Worker	\$18,721	Strong



**Realistic-Conventional  
CULTIVATORS**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Agricultural Inspector	N/A	N/A
<b>High School Diploma or Equivalent</b>		
Faller	\$25,266	N/A
Food Batchmaker	\$21,784	Strong
Forest & Conservation Worker	N/A	Weakest
Forest Fire Inspector & Prevention Specialist	N/A	Weak
Log Grader & Scaler	\$32,014	Weakest
Nonfarm Animal Caretaker	\$18,393	Strongest
Pest Control Worker	\$28,286	Weak
Pesticide Handler, Sprayer & Applicator, Vegetation	\$36,725	N/A
Water & Wastewater Treatment Plant & System Operator	\$40,661	Weak
<b>No Formal Educational Credential</b>		
Baker	\$20,855	Strong
Butcher & Meat Cutter	\$31,173	Strong
Food & Tobacco Roasting, Baking & Drying Machine Operator & Tender	\$23,986	Weakest
Grader & Sorter, Agricultural Products	N/A	N/A
Landscaping & Groundskeeping Worker	\$24,333	Strongest
Slaughterer & Meat Packer	N/A	Weakest





**Social-Realistic  
THERAPISTS**

Occupation	Entry Wage	Outlook
<b>Master's Degree</b>		
Orthotist & Prosthetist	\$54,259	N/A
<b>Bachelor's Degree</b>		
Athletic Trainer	\$39,551	Weakest
Coach & Scout	\$19,713	Strongest
Vocational Education Teacher, Postsecondary	\$35,907	Weak
<b>Associate's Degree</b>		
Dental Hygienist	\$65,656	Strong
Occupational Therapy Assistant	\$46,975	Weak
Physical Therapist Assistant	\$52,836	Strong
Radiation Therapist	\$69,407	Weakest
Respiratory Therapy Technician	\$32,561	N/A
<b>Postsecondary Non-Degree Award</b>		
Licensed Practical & Licensed Vocational Nurse	\$43,232	Strongest
Massage Therapist	\$31,036	Strongest
<b>High School Diploma or Equivalent</b>		
Fitness Trainer & Aerobics Instructor	\$20,436	Strongest
Home Health Aide	\$23,487	Strongest
Occupational Therapy Aide	\$26,234	N/A
Personal Care Aide	\$22,074	Strongest
Physical Therapist Aide	\$29,919	Weak
Psychiatric Aide	\$32,357	Weak
<b>No Formal Educational Credential</b>		
Food Server, Non-restaurant	\$18,397	Strongest



**Realistic-Conventional  
HAND CRAFTERS**

<b>Occupation</b>	<b>Entry Wage</b>	<b>Outlook</b>
<b>Associate's Degree</b>		
Mechanical Drafter	\$45,388	Weak
<b>Postsecondary Non-Degree Award</b>		
Prepress Technician & Worker	\$33,066	Weakest
<b>High School Diploma or Equivalent</b>		
Coil Winder, Taper & Finisher	\$33,232	Weakest
Cutting & Slicing Machine Setter, Operator & Tender	\$28,469	Weak
Electrical & Electronic Equipment Assembler	N/A	Strongest
Electromechanical Equipment Assembler	N/A	Strong
Engine & Other Machine Assembler	\$31,254	Weak
Etcher & Engraver	\$26,204	Weakest
Food Cooking Machine Operator & Tender	\$18,906	N/A
Foundry Mold & Coremaker	\$26,974	Weakest
Furnace, Kiln, Oven, Drier & Kettle Operator & Tender	\$37,977	Weakest
Gas Plant Operator	\$71,239	N/A
Ophthalmic Laboratory Technician	\$25,343	Weak
Painter, Transportation Equipment	\$33,733	Weakest
Power Plant Operator	\$42,729	Weakest
Print Binding & Finishing Worker	\$29,025	Weakest
Printing Press Operator	\$30,997	Strong
Shoe & Leather Worker & Repairer	\$25,029	N/A
Structural Metal Fabricator & Fitter	\$31,852	Weak
Team Assembler	N/A	Strongest
Tool Grinder, Filer & Sharpener	\$28,594	Weakest
Welding, Soldering & Brazing Machine Setter, Operator & Tender	\$28,791	Weak
<b>No Formal Educational Credential</b>		
Cutter & Trimmer, Hand	\$21,847	Weak
Grinding & Polishing Worker, Hand	\$21,755	Weak
Sewing Machine Operator	\$22,681	N/A



**Social-Enterprising  
ADVISERS**

Occupation	Entry Wage	Outlook
<b>Master's Degree</b>		
Education Administrator, Elementary & Secondary School	\$68,481	Strong
<b>Bachelor's Degree</b>		
Credit Counselor	\$41,853	Weak
Human Resources Manager	\$76,056	Strong
Social & Community Service Manager	\$48,308	Strong
Training & Development Manager	\$82,463	Weakest
<b>Associate's Degree</b>		
Mortician, Undertaker & Funeral Director	\$27,839	Weakest
<b>Postsecondary Non-Degree Award</b>		
Skincare Specialist	\$21,786	Strong
<b>High School Diploma or Equivalent</b>		
Customer Service Representative	\$24,597	Strongest
First-Line Supervisor of Police & Detectives	\$66,167	Weak
<b>No Educational Credential</b>		
Host & Hostess-Restaurant, Lounge & Coffee Shop	\$18,155	Strongest





**Investigative-Realistic  
THINKERS**

Occupation	Entry Wage	Outlook
<b>Doctoral or Professional Degree</b>		
Anesthesiologist	N/A	Weakest
Dentist, General	\$140,045	Weak
Medical Scientist, Except Epidemiologist	\$57,476	Weak
Orthodontist	N/A	N/A
Physicist	\$80,747	Weakest
Prosthodontist	N/A	N/A
Surgeon	N/A	Weakest
Veterinarian	\$67,505	Weak
<b>Master's Degree</b>		
Computer & Information Research Scientist	N/A	Weakest
Nurse Anesthetist	\$144,583	Weakest
<b>Bachelor's Degree</b>		
Aerospace Engineer	\$84,288	Weakest
Agricultural Engineer	N/A	N/A
Animal Scientist	N/A	N/A
Atmospheric & Space Scientist	\$69,719	Weakest
Biomedical Engineer	\$72,010	Weakest
Chemical Engineer	\$62,126	N/A
Chemist	\$51,102	N/A
Conservation Scientist	\$57,389	Weakest
Electrical Engineer	\$75,831	Weak
Electronics Engineer, Except Computer	\$77,482	Weakest
Environmental Engineer	\$64,004	Weakest
Environmental Scientist & Specialist, Including Health	\$54,492	Weak
Food Scientist & Technologist	N/A	N/A
Forensic Science Technician	\$53,019	Weakest
Geographer	N/A	N/A
Geoscientist, Except Hydrologist & Geographer	\$61,382	Weakest
Hydrologist	\$66,993	Weakest
Marine Engineer & Naval Architect	N/A	N/A



## Investigative-Realistic

### THINKERS

Cont....

Occupation	Entry Wage	Outlook
Materials Engineer	\$63,629	Weakest
Materials Scientist	\$52,625	Weakest
Mathematical Technician	N/A	N/A
Mechanical Engineer	\$67,476	Strong
Medical & Clinical Laboratory Technologist	N/A	Weak
Microbiologist	\$52,082	Weakest
Mining & Geological Engineer, Including Mining Safety Engineer	N/A	N/A
Network & Computer Systems Administrator	\$57,052	Strong
Nuclear Engineer	N/A	N/A
Software Developer, Applications	\$69,997	
Soil & Plant Scientist	\$59,340	Weakest
Zoologist & Wildlife Biologist	\$48,524	
<b>Associate's Degree</b>		
Chemical Technician	\$31,916	Weak
Environmental Science & Protection Technician, Including Health	\$34,593	Weak
Industrial Engineering Technician	\$43,568	Weak
Nuclear Medicine Technologist	\$65,285	Weakest





**Realistic-Conventional  
BUILDERS**

Occupation	Entry Wage	Outlook
<b>Bachelor's Degree</b>		
Surveyor	\$46,832	Weak
<b>Associate's Degree</b>		
Civil Engineering Technician	\$38,712	Weak
<b>High School Diploma or Equivalent</b>		
Brickmason & Blockmason	\$35,766	Weak
Carpenter	\$34,103	Strongest
Construction & Building Inspector	\$40,495	Weak
Hazardous Materials Removal Worker	\$41,073	N/A
Helpers-Electrician	\$26,314	Weak
Helpers-Extraction Worker	\$29,180	Weakest
Highway Maintenance Worker	\$28,859	Strongest
Insulation Worker, Mechanical	\$47,354	N/A
Operating Engineer & Other Construction Equipment Operator	\$38,115	Strong
Plumber, Pipefitter & Steamfitter	\$40,232	Strongest
Sheet Metal Worker	\$32,929	Strong
Solar Photovoltaic Installer	N/A	N/A
Surveying & Mapping Technician	\$36,505	Weak
<b>No Formal Educational Credential</b>		
Drywall & Ceiling Tile Installer	\$35,408	Strong
Fence Erector	\$28,396	N/A
Floor Layer, Except Carpet, Wood & Hard Tiles	\$26,715	Weakest
Helper-Carpenter	\$30,983	Weakest
Helper-Roofer	N/A	N/A
Paperhanger	N/A	N/A
Tile & Marble Setter	\$39,226	Weakest



**Social-Enterprising  
ADVISERS**

Occupation	Entry Wage	Outlook
<b>Doctoral or Professional Degree</b>		
Business Teacher, Postsecondary	\$61,074	Weak
Political Science Teacher, Postsecondary	\$69,498	Weakest
<b>Master's Degree</b>		
Educational, Guidance, School & Vocational Counselor	\$40,264	Strong
<b>Bachelor's Degree</b>		
Arbitrator, Mediator & Conciliator	\$38,354	Weakest
Career/Technical Education Teacher, Secondary School	\$46,014	Weak
Child, Family & School Social Worker	\$37,834	Strong
Clergy	\$40,813	Strong
Education Administrator, Preschool & Childcare Center/Program	\$33,926	Weak
Emergency Management Director	\$40,777	Weakest
Health Educator	\$35,445	Weak
Probation Officer & Correctional Treatment Specialist	\$51,144	Weak
<b>High School Diploma or Equivalent</b>		
Funeral Attendant	\$34,637	Weakest
Recreation Worker	\$21,474	Strongest
Residential Advisor	\$23,496	Strong
<b>No Educational Credential</b>		
Waiter & Waitress	\$17,914	Strongest

**NH ECONOMIC & LABOR MARKET INFORMATION (ELMI) AND  
HOLLAND CODES**

Take a look at the information in the charts provided on pages 29 - 63 or from the website listed on page 27 regarding occupations and your *Holland Interest Codes*. As you can see, they categorize occupations by education level. Choose two (2) occupations for each level (if provided) using the first two (2) letters of your *Holland Interest Code* and enter the information in the table below. YOUR Entry-Level would be based upon your current level of education.

<b>Occupation</b>	<b>Education Needed</b>	<b>Entry Wage</b>	<b>Average Wage</b>	<b>Outlook</b>
Highest Level Occupation _____				
Highest Level Occupation _____				
Mid Level Occupation _____				
Mid Level Occupation _____				
Entry Level Occupation _____				
Entry Level Occupation _____				

**\*\* Record your results on page 89 in this booklet and in Section 3 of the 'My Vocational Assessment Results' form.**

**SECTION 3**  
**WORK VALUES**

A value is a principle or standard that is held in high esteem by an individual and is related to all aspects of one's personality and work life. You may have values around family, work, spiritual, leisure, personal, etc. In this exercise you will focus on your work values. As you rank each value, think about how important the value is to you in a work setting.

As you consider your work related values, keep in mind that there are no right or wrong work values; rather it is a process of identifying what matters most to you rather than someone else.

<p>Read each statement and decide how strongly the statement applies to you. Score yourself 1 to 5 based on the following guide: 1 = not important                      3 = somewhat important 5 = most important</p>		
<i>Achievement</i>	Be able to complete things successfully and get things done.	
<i>Advancement</i>	Be able to get ahead rapidly, gaining opportunities for growth and seniority from work well-done.	
<i>Adventure/Risk-Taking</i>	Have duties which involve frequent physical, financial, or social risk-taking.	
<i>Aesthetics</i>	Be involved in studying or appreciating the beauty of things, ideas, etc.	

<i>Affiliation</i>	Be recognized as an employee of a particular organization.	
<i>Altruism/Help Society</i>	Do something to contribute to the betterment of the world or a greater good.	
<i>Balance</i>	Have a job that allows time for family, leisure, and work.	
<i>Challenge</i>	Engage with complex questions and demanding tasks, trouble-shooting, and problem-solving.	
<i>Change &amp; Variety</i>	Have a wide range of work responsibilities frequently changing in content, setting, people, and/or activities.	
<i>Community Activities</i>	Become active in volunteering, politics, or service projects.	
<i>Competition</i>	Engage in activities that measure my abilities against others.	
<i>Creative Expression</i>	Be able to express my creative ideas in the arts and communication.	
<i>Competence</i>	Demonstrate a high degree of expertise and mastery of job skills and knowledge.	
<i>Excitement</i>	Experience a high degree of stimulation or frequent novelty and drama on the job.	
<i>Fast Pace/Time Pressure</i>	Work in circumstances where work is done rapidly and/or there is little room for error.	

<i>Financial Reward</i>	Earning a larger than average amount of income.	
<i>Flexibility</i>	Work according to my time schedule.	
<i>Friendships</i>	Develop personal relationships with people as a result of work activity.	
<i>Fun</i>	Have opportunities to be playful and humorous at work.	
<i>Harmony/Tranquility</i>	Avoid pressures and stress in job role and work setting and seek harmonious relationships.	
<i>Help Others</i>	Be involved in helping or being of service to people directly, either individually or in groups.	
<i>Independence/Autonomy</i>	Be able to determine the nature of work without significant direction from others; not have to follow instructions or conform to regulations.	
<i>Influence People</i>	Be in a position to influence opinions or attitudes or of other people.	
<i>Knowledge/Research</i>	Develop new information and ideas. Engage in pursuit of knowledge, truth, and understanding.	
<i>Leadership</i>	Direct, manage, or supervise the work done by others.	
<i>Location</i>	Live somewhere conducive to my lifestyle, leisure, learning, and work life.	

<i>Make Decisions</i>	Have the power to decide courses of action, policies, etc. or make decisions regarding the work activities of others.	
<i>Moral/Spiritual Fulfillment</i>	Feel that my work is consistent with my ideals or moral code.	
<i>Personal Growth</i>	Have work which enables me to grow as a person.	
<i>Physical Challenge</i>	Have a job that requires bodily strength, speed, dexterity, or agility.	
<i>Public Content</i>	Have a lot of day-to-day contact with people.	
<i>Recognition</i>	Get positive feedback and public credit for work well done.	
<i>Relationships</i>	Liking those that you work with and having mutual respect.	
<i>Security</i>	Have a stable work environment and reasonable financial reward.	
<i>Stability</i>	Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.	
<i>Status/Prestige</i>	Gain the respect of friends, family, and/or the community by the nature and/or level of responsibility of my work.	
<i>Support</i>	Feeling as though your boss and company support you in your job.	
<i>Teamwork</i>	Have close working relations with group; work as a team for common goals.	
<i>Work Alone</i>	Do projects by myself, with little contact with others.	

Now look at the *Work Values* that you rated as your highest. Determine your top three (3) from this list and note them below.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Knowing what values are important to you in the workplace can mean the difference between being happy at your work or finding your job to be a chore.

Many times, we make decisions about a job that does not take into consideration our values. Sometimes, our decisions are based on necessity, i.e. having bills to pay and financial obligations to meet.

But if you only base your career decision on the salary, very often you will find that your job becomes less satisfying to you as time goes on. The ideal is to identify a job that pays you enough to support you and your family, and one that aligns with your work values.



**\*\* Record your results on page 88 in this booklet and in Section 2 of the *'My Vocational Assessment Results'* form.**



## Section 4

### DIGITAL LITERACY

**\* If you do not have internet, skip to page 71 - Think Like an Employer**

Many employers now require that their employees have at least a basic knowledge of how to use a computer. And depending on the job that you are doing, you may need to have specific computer skills to do your job. *Northstar Digital Literacy (NDL)* provides assessments that will let you know what areas you are strong in and what areas need improvement. *NDL* provides assessments in the following areas:

- 
- Basic Skills
- Internet Basics
- Email
- Windows
- Information Literacy
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Social Media

To assess your digital literacy skills, go to the following website and complete the online assessments. Once complete, record your scores below.

**Website:** <https://www.digitalliteracyassessment.org/>

#### Digital Literacy

Record your scores below from the online assessments.

**Basic Skills** \_\_\_\_\_ **MS Word** \_\_\_\_\_

**Internet Basics** \_\_\_\_\_ **MS Excel** \_\_\_\_\_

**Email** \_\_\_\_\_ **MS PPT** \_\_\_\_\_

**Windows** \_\_\_\_\_ **Social Media** \_\_\_\_\_

**Information Literacy** \_\_\_\_\_

**\*\* Record your results on Page 90 of this booklet.**

**\*\* Record your results on page 90 in this booklet and in Section 3 of the 'My Vocational Assessment Results' form.**

## THINK LIKE AN EMPLOYER

This exercise will help you understand how job skills, personality traits, transferable skills, and experience work together in creating impressions and making decisions to hire.

Imagine that a member of your family is very ill and needs an operation. The operation is complex and takes six (6) hours. Your family has asked you to choose the surgeon; your choice is between *Surgeon A* and *Surgeon B*. Compare the background of each surgeon below and decide which surgeon you would choose.

Surgeon A	Surgeon B
<b><i>Job Skills</i></b>	
Completed all required training	Completed all required training
<b><i>Personality Traits</i></b>	
Is caring and honest. Seems to work hard for the patient	Doesn't seem to care about the patient and family
<b><i>Transferable Skills</i></b>	
Decisive, coordinates well, communicates clearly	Indecisive, doesn't listen well, communicates poorly
<b><i>Job Experience</i></b>	
Has performed this surgery before	Has performed this surgery before

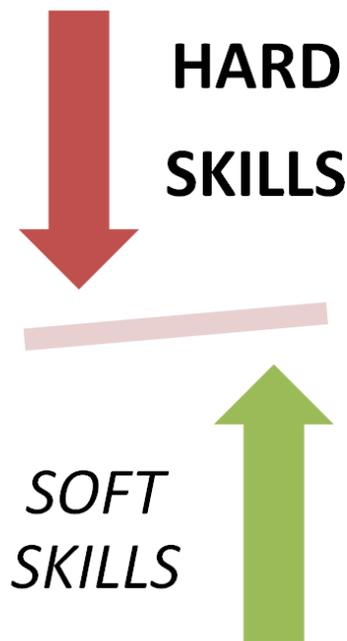
Your Choice: \_\_\_\_\_

It is safe to say that your choice would probably be *Surgeon A* based upon their *Personality Traits* and *Transferable Skills*. These soft skills are often as important to an employer as the vocationally specific skills in each profession.

*Soft Skills* is the cluster of personality traits, social graces, communication, language, personal habits, interpersonal skills, managing people, leadership, etc., that characterize relationships with other people and are highly desirable in an employee. These traits determine what kind of team player you are, how well you communicate with others, how well you get along with others, your level of personal motivation and dependability, and your ability to provide quality customer service.

Developing your soft skills can often lead to promotions into leadership and management positions. To be an effective manager or supervisor, you should work on developing the following traits:

- Contemplate other points of views and to consider co-workers' feelings before moving forward in a decision
- Name and understand personal emotions rather than transferring them to others
- Recognize and consider what is at the root of a feeling or emotion before reacting to a co-worker or making a hasty decision
- Understand and distinguish between a thought and a feeling
- Take full personal responsibility for feelings and actions



## SOFT SKILLS

Below is a list of soft skills. Review the list and choose ten (10) skills that you believe you possess. These skills can be added to your resume, along with vocational skills that relate to the job that you are applying for.

- |   |   |
|---|---|
| <input type="checkbox"/> Adaptable                | <input type="checkbox"/> Assertive              |
| <input type="checkbox"/> Attentive                | <input type="checkbox"/> Collaborating          |
| <input type="checkbox"/> Communication            | <input type="checkbox"/> Competitive            |
| <input type="checkbox"/> Confident                | <input type="checkbox"/> Cooperative            |
| <input type="checkbox"/> Courteous                | <input type="checkbox"/> Critical thinker       |
| <input type="checkbox"/> Customer service         | <input type="checkbox"/> Decision-making        |
| <input type="checkbox"/> Dedicated                | <input type="checkbox"/> Dependable             |
| <input type="checkbox"/> Desire to learn          | <input type="checkbox"/> Empathetic             |
| <input type="checkbox"/> Energetic                | <input type="checkbox"/> Enthusiastic           |
| <input type="checkbox"/> Flexible                 | <input type="checkbox"/> Friendly               |
| <input type="checkbox"/> Honest                   | <input type="checkbox"/> Independent            |
| <input type="checkbox"/> Influential              | <input type="checkbox"/> Innovator              |
| <input type="checkbox"/> Leadership               | <input type="checkbox"/> Listening              |
| <input type="checkbox"/> Motivated                | <input type="checkbox"/> Multi-tasking          |
| <input type="checkbox"/> Organization             | <input type="checkbox"/> Patience               |
| <input type="checkbox"/> Perseverance             | <input type="checkbox"/> Persistence            |
| <input type="checkbox"/> Persuasion               | <input type="checkbox"/> Planning               |
| <input type="checkbox"/> Positive work ethic      | <input type="checkbox"/> Problem solving        |
| <input type="checkbox"/> Public speaking          | <input type="checkbox"/> Punctual               |
| <input type="checkbox"/> Reliable                 | <input type="checkbox"/> Resilient              |
| <input type="checkbox"/> Resolving issues         | <input type="checkbox"/> Respectful             |
| <input type="checkbox"/> Results oriented         | <input type="checkbox"/> Safety conscious       |
| <input type="checkbox"/> Self-awareness           | <input type="checkbox"/> Self-directed          |
| <input type="checkbox"/> Self-monitoring          | <input type="checkbox"/> Self-supervising       |
| <input type="checkbox"/> Selling skills           | <input type="checkbox"/> Sense of humor         |
| <input type="checkbox"/> Supervising              | <input type="checkbox"/> Team player            |
| <input type="checkbox"/> Technology savvy         | <input type="checkbox"/> Thinks outside the box |
| <input type="checkbox"/> Time management          | <input type="checkbox"/> Troubleshooter         |
| <input type="checkbox"/> Verbal communication     | <input type="checkbox"/> Willingness to learn   |
| <input type="checkbox"/> Work well under pressure |   |

**\*\* Record your results on Page 91 of this booklet.**

## COMMUNITY OBSERVATIONS

Now let's look at how we use appearance to decide the personality and characteristics of others. Appearances are how people 'advertise' their personality traits.

Think about a time when you were out running errands. How did the employees behave on the job? What did they do or say that left a positive impression on you? Or a negative one? Briefly describe (the first one is an example):

1. An employee in the hardware store offered to carry my package out to the car. She smiled when she said it and really seemed to mean it. I didn't need the help, but the offer made me feel like she cared about me and the service that she was providing.



2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The appearance and behavior of the employees that you described in these activities were clues to their personality traits. In the example, the clues left a good impression about the employee's personality and would make you look forward to coming back and doing business with that person or company again. People with positive behavior and appearance clues were hired by the employer for their personality traits as well as for their skills and experience.

***Appearance + Behavior = Clues to Personality Traits***

When you interview for a job or volunteer position, you need to be mindful about the clues that you are giving regarding your personality traits. Since interviews are fairly brief, it is very important to make a good first impression.

## FIRST IMPRESSIONS

First impressions are extremely important when you are looking for a job and, once formed, are hard to change. They can happen at any time, not just at the interview stage. Always remember that, even when you are out shopping or running errands, you have an opportunity to make an impression, good or bad, on all that you meet.

Imagine that you are an employer interviewing applicants for a position as a clerk in one of your stores. List three (3) things about a person's appearance that might make a good first impression on you. List those things in *Column A*. In *Column B*, write in what it might tell you about the person. The first item is done as an example.

Column A	Column B
<b><i>Appearance &amp; Behavior (clues)</i></b>	<b><i>Personality Traits</i></b> (what those <i>clues</i> tell me about the person)
Example: Clothing neat & clean	Example: Person is organized & careful.
1.	1.
2.	2.
3.	3.

Now think about what it would look like if someone made a bad first impression and what those clues might tell you about their personality traits.

Column A	Column B
<b>Appearance &amp; Behavior</b> (clues)	<b>Personality Traits</b> (what those clues tell me about the person)
Example: Will not make eye contact	Example: Sneaky
1.	1.
2.	2.
3.	3.

When employers are hiring for a position, they look for people with personality traits that will 'fit-in' with other employees and especially with their customers.



## KNOWLEDGE AREAS

It is important to think about the knowledge that you possess, either from formal education, or from a previous job, that is important and can show an employer that you have the ability to learn the specifics of the job that you are applying for. In the table below, write in the name of the institution where you received formal education and/or training in *Column A*. In *Column B*, write in the dates and the courses.

<b>Column A</b> (institution name)	<b>Column B</b> (dates of attendance, courses)	<b>Completed?</b> (yes or no)
High School:	Dates: _____	
Other:	Dates: _____	
Other:	Dates: _____	

In addition to the knowledge that you got from formal education/ training, you may have had other sources of learning. These include training provided by employers, volunteer agencies, sports organizations, etc. This is important information that may be valuable to an employer. In the table on the following page, write in the name of the organization where you received this knowledge in *Column A*. In *Column B*, write in the dates and what you learned.

Column A (organization)	Column B (dates & knowledge)
	Dates: _____
	Dates: _____
	Dates: _____

### **Section 5**

### **VAK© LEARNING STYLES**

*VAK© Learning Styles* refers to how people learn. Understanding how you learn can help you have more control over your career development and planning. To discover how you learn, think about the experiences you have had in your life in which you felt you learned a great deal. Learning styles can explain why you did well in certain courses in school and not in others, and what kind of supervision works best for you.

Some people find that their learning style is a blend of two (2) or three (3) styles. When you have identified your learning style, read about the styles that apply to you and consider how this might help you to identify learning and supervision that best suits you.

*VAK© Learning Styles* has identified three (3) preferred styles of learning:

- V** = Visual
- VAK**   **A** = Auditory
- K** = Kinesthetic/Tactile



## Learning Style

\* If you do not have internet, skip to page 81, Learning Style.

**Website:** <http://www.educationplanner.org/students/self-assessments/learning-styles-quiz.shtml>

Once you complete the assessment and get the results, click on the box in the upper right corner of the screen that says 'Printer Friendly Version'. Add your name to it, and print the report, if possible.

Your scores: **Visual:** \_\_\_\_\_ **Auditory:** \_\_\_\_\_ **Kinesthetic:** \_\_\_\_\_

What is your **Preferred Learning Style** based on the assessment results?



**\*\* Record your results on page 88 in this booklet and in Section 2 of the 'My Vocational Assessment Results' form.**

**\* Once complete, skip to page 85 - VAK© Learning Styles Explanation.**

## Learning Style

### The VAK© Learning Styles Self-Assessment

V. Chislett MSc & A Chapman 2005 – Authors assume no liability – Used with permission

**\* Complete this section if you do not have internet.**

Circle the answer that most represents how you behave most of the time.

1. When I operate new equipment, I generally;
  - a. read the instructions first
  - b. listen to an explanation from someone who has used it before
  - c. go ahead and try it out because I can figure it out as I use it
2. When I need directions for traveling, I usually;
  - a. look at a map
  - b. ask for spoken directions
  - c. follow my nose and find my way as I go
3. When I cook a new dish, I like to;
  - a. follow a written recipe
  - b. call a friend for an explanation
  - c. follow my instincts, testing as I cook
4. If I am teaching someone something new, I tend to;
  - a. write instructions down for them
  - b. give them a verbal explanation
  - c. demonstrate first and then let them try it
5. I tend to say;
  - a. watch how I do it
  - b. listen to me explain
  - c. you have a try
6. During my free time, I most enjoy;
  - a. going to museums and galleries
  - b. listening to music and talking to my friends
  - c. playing sports or doing projects



7. When I go shopping for clothes, I tend to;
  - a. imagine what they would look like on me
  - b. discuss them with the store staff
  - c. try them on to see how they look and feel on me
8. When I am choosing a vacation, I usually;
  - a. read lots of brochures
  - b. listen to recommendations from friends
  - c. imagine what it would be like to be there
9. If I were buying a new car, I would;
  - a. read reviews in newspapers and magazines
  - b. discuss what I need with my friends
  - c. test drive lots of different types
10. When I am learning a new skill, I am most comfortable;
  - a. watching what the instructor is doing
  - b. talking to the teacher about what exactly I am supposed to do
  - c. giving it a try myself and working it out as I go
11. If I am choosing food off a menu, I tend to;
  - a. imagine what the food will look like
  - b. talk about the choices in my head or with my partner
  - c. imagine what the food will taste like
12. When I listen to band, I cannot help;
  - a. watching the band members and other people in the crowd
  - b. listening to the lyrics and the beats
  - c. moving in time with the music
13. When I concentrate, I most often;
  - a. focus on the words or pictures in front of me
  - b. discuss the problem and possible solutions in my head
  - c. move around a lot, fiddle with pens and pencils
14. I choose household furnishings because I like;
  - a. their colors and how they look
  - b. the description the salesperson gives me
  - c. their textures and what it feels like to touch them

15. My first memory is of;
  - a. looking at something
  - b. being spoken to
  - c. doing something
16. When I am anxious, I;
  - a. visualize the worst case scenarios
  - b. talk over in my head what worries me most
  - c. cannot sit still, I fiddle and move around constantly
17. I feel especially connected to other people because of;
  - a. how they look
  - b. what they say to me
  - c. how they make me feel
18. When I have to study for an exam, I generally;
  - a. write lots of study notes and diagrams
  - b. talk over my notes, alone or with other people
  - c. imagine making the movement or creating the formula
19. If I am explaining to someone, I tend to;
  - a. show them what I mean
  - b. explain to them in different ways until they understand
  - c. encourage them to try it and talk about my ideas as they do it
20. I really love;
  - a. watching films, photography, looking at art, or people watching
  - b. listening to music, the radio, or talking to friends
  - c. taking part in sporting activities, eating fine foods and wines, or dancing
21. Most of my free time is spent;
  - a. watching TV
  - b. talking to friends
  - c. doing physical activity or making things
22. When I first contact a new person, I usually;
  - a. arrange a face-to-face meeting
  - b. talk to them on the phone
  - c. try to get together while I am doing something else, such as an activity or a meal

23. I first notice how people;
- a. look and dress
  - b. sound and speak
  - c. stand and move
24. If I am angry, I tend to;
- a. keep replaying in my mind what it is that has upset me
  - b. raise my voice and tell people how I feel
  - c. stomp about, slam doors, and physically demonstrate my anger
25. I find it easiest to remember;
- a. faces
  - b. names
  - c. things I have done
26. I think that you can tell if someone is lying if;
- a. they avoid looking at you
  - b. their voice changes
  - c. they give you 'funny vibes'
27. When I meet an old friend;
- a. I say "it's great to see you"
  - b. I say "it's great to hear from you"
  - c. I give them a hug or a handshake
28. I remember things best by;
- a. writing notes or keeping printed details
  - b. saying them aloud, or repeating words and key points in my head
  - c. doing and practicing the activity or imagining it being done
29. if I have to complain about faulty goods, I am most comfortable;
- a. writing a letter
  - b. complaining over the phone
  - c. taking the item back to the store or mailing it back
30. I tend to say;
- a. I see what you mean
  - b. I hear what you are saying
  - c. I know how you feel

Add up how many A's, B's and C's you selected and note below.

A = \_\_\_\_\_ B = \_\_\_\_\_ C = \_\_\_\_\_

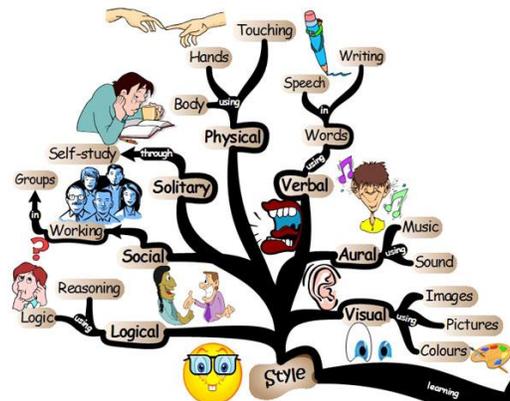
If you chose mostly **A**, you are a **VISUAL** learner

If you chose mostly **B**, you are an **AUDITORY** learner

If you chose mostly **C**, you are a **KINESTHETIC/TACTILE** learner

**My Preferred Learning Style:** \_\_\_\_\_

Some people find that their learning style is a blend of more than one (1) style. When you have identified your learning style, read about the styles that apply to you in the explanation section that follows and consider how this might help you to identify learning and supervision that best suits you.



**\*\* Record your results on page 88 in this booklet and in Section 2 of the 'My Vocational Assessment Results' form.**

### **The VAK© Learning Styles Explanation**

Someone with a **VISUAL Learning Style** prefers seeing or observing things, including pictures, diagrams, demonstrations, displays, handouts, films, flip-chart, etc. These people will use phrases such as "show me" and "let's see that". They are best able to perform a new task after reading the instructions or watching someone else do it first. These people will work from lists, written directions, and instructions.

Someone with an **AUDITORY Learning Style** prefers getting information through listening and hearing. These people will use phrases such as “tell me” and “let’s talk about it”. They are best able to perform a new task after listening to instructions from an expert. These are the people who are happy being given spoken instructions over the phone, and can remember all the words to songs that they hear.

Someone with a **KINESTHETIC/TACTILE Learning Style** prefers touching, feeling, holding, and doing. They learn best through practical hands-on experiences. These people will use phrases such as “let me try”, “how do you feel?” and will be best able to perform a new task by going ahead and trying it out, learning as they go. These are the people who like to experiment, hands-on, and never look at the instructions first!

Although people commonly have a main preferred learning style, there is no right or wrong style. Some people have a very strong preference, other people have a more even mixture of two (2), or less commonly, three (3) styles. When you know your preferred style(s), you understand the type of training method that works best for you.

Some adults, when they were younger, did not do well in school because their teachers did not generally teach to all three (3) of the learning styles. People with a KINESTHETIC/TACTILE learning style, for example, tend to have a more difficult time in traditional classrooms, where instructions are given verbally or in writing. These learners want to ‘do’, so sitting and listening to instructions or reading directions is more challenging for this type of learner.



It still bugs me, even if he is a tactile learner!

## RESULTS

Now that you have completed all of the assignments and assessments in this **Module**, it is time to record those results. Fill in the information below. Record the information on the '**My Vocational Assessment Results**' form that you will find on this website. Once you have noted your results in this **Module**, transfer the information onto the form.

### Work/Volunteer Experience & Educational/Vocational Credentials

**\*\* Record these results in Section 1 on the '*My Vocational Assessment Results*' form.**

List any work or volunteer experience that you have had and any certificates or degrees that you have earned.

#### Work Experience

List any work experience that you have had:

Job Title: \_\_\_\_\_ Yrs. \_\_\_\_\_

Job Title: \_\_\_\_\_ Yrs. \_\_\_\_\_

#### Volunteer Experience

List any volunteer experience that you have had:

Type of work: \_\_\_\_\_

Employer: \_\_\_\_\_

Type of work: \_\_\_\_\_

Employer: \_\_\_\_\_

**Vocational/Educational Credentials**

List any certificates and/or degrees that you have earned:

Certificate: \_\_\_\_\_

Degree: \_\_\_\_\_

**\*\* Record these results in Section 2 on the 'My Vocational Assessment Results' form.**

**Job Skills - Page 11 (internet)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Personal Skills - Page 11 (internet)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Work Values - Page 13 (internet) or Page 69 (booklet)**

List your top three (3) **Work Values**:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**VAK® Learning Style – Page 80 (internet) or Page 85 (booklet)**

Write down your **Preferred Learning Style**: \_\_\_\_\_

**Visual:** \_\_\_\_\_ **Auditory:** \_\_\_\_\_ **Kinesthetic:** \_\_\_\_\_

**\*\* Record the results on the next three (3) pages in Section 3 on the 'My Vocational Assessment Results' form.**

**Holland Interest Code - Page 12 (internet) or Page 19 (booklet)**

Write down your three (3) letter **Holland Interest Code**:

**My Holland Code:** \_\_\_\_\_

Now use the results of your **Holland Interest Code** to determine the **Related Pathways**, using each letter from your code to identify the pathways. Check them off on the next page.

**Careers Based on Holland Interest Codes - Page 64**

List the careers that you chose and that you feel would be a good match for you based upon your *Interests*:

**Entry-Level:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Mid-Level:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Highest-Level:**

1. \_\_\_\_\_

2. \_\_\_\_\_

Do you have the *education* required to do any of the jobs that you identified on the previous page?

Yes       No       Not sure

Please explain:

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---

Do you have *experience* in any of the jobs that you identified above?

Yes       No       Not sure

Please explain:

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**Northstar Digital Literacy—Page 70**

**(\* Only those w/internet access will have these results)**

Note your **Digital Literacy** scores:

Basic Skills: _____	MS Word: _____
Internet Skills: _____	MS Excel: _____
Email: _____	MS PPT: _____
Windows: _____	Social Media: _____
Information Literacy: _____	

**Holland Code Career Clusters - Page 26**

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, Audio/Video Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Sciences
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Management
- STEM (Science, Technology, Engineering, Math)
- Transportation, Distribution & Logistics

-

**Soft Skills – Page 73–74**

Write down your top ten (10) ***Soft Skills***:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

-

## WRAP-UP

Now that you have completed all of the assessments and activities in this **Module**, you should be better prepared to make a decision about what you would consider an **Ideal Job**. Think about all that you have learned about yourself, and about what kind of career would make you happy and keep you motivated to continue working.

In **Module 2**, you will be using the information from this **Module** to conduct research into possible career choices for you, and to create your individual **Career Pathway**. You will find that, even though a job might seem like a perfect match for you based on all of the information that you have now, there are still things to consider before investing time and money into pursuing a career.

On the website where you found this **Module**, you will also find a form titled '**My Vocational Assessment Results**' (**Form NHEP271 MOD1**). Transfer the information in the **Results Section** of this **Module** onto the form and bring it with you, along with this **Module** and your '**Job Readiness Activity Verification Form/Module 1 - Planning for Success**' (**Form NHEP267 MOD1**) to your next appointment with your **ECS**.

Keep this **Module** to use as a guide for when you begin working in **Module 2**, and as a reference for the future. There are many resources within this **Module** that you might find helpful.



## **NH DHHS DISTRICT OFFICES**

### **Berlin**

650 Main St., Ste. 200  
Berlin, NH 03570  
(603) 752-7800  
Fax: (603) 752-3208

### **Claremont**

17 Water St., Ste. 301  
Claremont, NH 03743  
(603) 542-9544  
Fax: (603) 542-2367

### **Concord**

40 Terrill Park Dr.  
Concord, NH 03301  
(603) 271-6201  
Fax: (603) 271-6451

### **Conway**

71 Hobbs St.  
Conway, NH 03818  
(603) 447-3841  
Fax: (603) 447-1988

### **Keene**

111 Key Rd.  
Keene, NH 03431  
(603) 357-3510  
Fax: (603) 352-2598

### **Laconia**

65 Beacon St. West  
Laconia, NH 03246  
(603) 524-4485  
Fax: (603) 528-4105

### **Littleton**

80 North Littleton Rd.  
Littleton, NH 03561  
(603) 444-6786  
Fax: (603) 444-0348

### **Manchester**

1050 Perimeter Rd, Ste. 501  
Manchester, NH 03103  
(603) 668-2330  
Fax: (603) 222-4936

### **Nashua (Southern)**

26 Whipple St.  
Nashua, NH 03060  
(603) 883-7726  
Fax: (603) 889-9639

### **Portsmouth (Seacoast)**

19 Rye St.  
Portsmouth, NH 03801  
(603) 433-8300  
Fax: (603) 431-0731

### **Rochester**

150 Wakefield St., Ste. 22  
Rochester, NH 03867  
(603) 332-9120  
Fax: (603) 335-5993

### **TDD Access Relay for all Offices:**

(800) 735-2964

**NH EMPLOYMENT SECURITY/NHWORKS ONE STOP CAREER CENTERS**

**Berlin**

151 Pleasant St.  
PO Box 159  
Berlin, NH 03570  
(603) 752-5500

**Littleton**

646 Union St.  
Suite 100  
Littleton, NH 03561  
(603) 444-2971

**Claremont**

404 Washington St.  
Claremont, NH 03743  
(603) 543-3111

**Manchester**

300 Hanover St.  
Manchester, NH 03104  
(603) 627-7841

**Concord**

45 South Fruit St.  
Concord, NH 03301  
(603) 228-4100

**Nashua**

6 Townsend West  
Nashua, NH 03063  
(603) 882-5177

**Conway**

518 White Mountain Hwy.  
Conway, NH 03818  
(603) 447-5924

**Portsmouth**

2000 Lafayette Rd.  
Portsmouth, NH 03801  
(603) 436-3702

**Keene**

149 Emerald St.  
Keene, NH 03431  
(603) 352-1904

**Salem**

29 South Broadway  
Salem, NH 03079  
(603) 893-9185

**Laconia**

426 Union Ave.,  
Laconia, NH 03246  
(603) 524-3960

**Somersworth**

6 Marsh Brook Dr.  
Somersworth, NH 03787  
(603) 742-3600

## NH EMPLOYMENT SECURITY/SATELLITE OFFICES

### **Colebrook**

118 Main St.

Colebrook, NH 03576

(603) 237-5859

Open Monday, Tuesday, Wednesday from 8-12 & 1-4:30

### **Exeter**

*St. Vincent de Paul Community Assistance Center*

53 Lincoln St.

Exeter, NH 03833

(603) 772-9922 or (603) 436-3702

Open 1<sup>st</sup> & 3<sup>rd</sup> Friday of the month from 9-3

### **Plymouth**

*Whole Village Family Resource Center*

248 Highland St.

Plymouth, NH 03264

(603) 536-3720 or (603) 528-9304

Open Wednesday from 9-3

## **ASSESSMENT INFORMATION**

### **Holland Interest Inventory**

<https://www.careerkey.org/choose-a-career/holland-personality-types.html#.WL3JKdizWUk>

### **Work Values**

[https://www.onetonline.org/find/descriptor/browse/Work\\_Values/](https://www.onetonline.org/find/descriptor/browse/Work_Values/)

### **Soft Skills**

<https://www.skillsyouneed.com/general/soft-skills.html>

### **VAK© Learning Styles**

<https://www.mindtools.com/pages/article/vak-learning-styles.htm>

### **Northstar Digital Literacy**

<https://www.digitalliteracyassessment.org/>

## **NOTES**

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